



ST. JOHN'S PREP

**2019 - 2020
HIGH SCHOOL
STUDENT / PARENT HANDBOOK**

TABLE OF CONTENTS

	<u>PAGE</u>
NON-DISCRIMINATION POLICY	1
ABOUT THIS HANDBOOK	2
MISSION STATEMENT AND OBJECTIVES	3
MISSION STATEMENT	3
OBJECTIVES	3
VALUES OF XAVERIAN BROTHERS SPONSORED SCHOOLS	4
DIVERSITY AND INCLUSION STATEMENT	5
SCHOOL GOVERNANCE	5
ACADEMIC LIFE	7
ACADEMIC INTEGRITY	7
ACADEMIC INELIGIBILITY	9
ACADEMIC PROBATION	9
ACADEMIC TRANSCRIPTS	10
ACCESS TO STUDENT RECORDS	10
AWARDS AND ACADEMIC HONORS	10
THE XAVERIAN AWARD	10
THE VALEDICTORIAN AWARD	11
THE SALUTATORIAN AWARD	11
ACADEMIC MEDALS	11
THE BROTHER STEPHEN AND BROTHER FRANCIS AWARD	11
BROTHER BENJAMIN, CFX CHAPTER OF THE NATIONAL HONOR SOCIETY	11
ACADEMIC PLACEMENT OF INCOMING STUDENTS	13

COURSE FAILURES AND REMEDIATION	13
EXTRA HELP	14
GRADUATION REQUIREMENTS	14
HOMEWORK ASSIGNMENTS.....	15
MARKING PERIODS AND FINAL EXAMINATIONS.....	15
PARENT / GUARDIAN – TEACHER CONFERENCES.....	15
PARENT / GUARDIAN COMMUNICATION WITH TEACHERS.....	15
REPORTING OF GRADES	16
REQUESTING AN ACADEMIC COURSE CHANGE	17
STUDENT LIFE.....	18
REGULATIONS TO FOSTER SCHOOL COMMUNITY	18
RIGHTS OF THE SCHOOL ADMINISTRATION–SEARCHES	18
DISCIPLINARY SANCTIONS	19
DETENTION.....	19
SERVICE HOURS	20
SUSPENSION	20
PROBATION.....	20
DISCIPLINE RECORDS	22
DAMAGE TO SCHOOL PROPERTY	23
ATTENDANCE PHILOSOPHY	23
ATTENDANCE POLICY	23
ABSENCE POLICY.....	24
ABSENCE PROCEDURES	25
TARDY POLICY	25
TARDY PROCEDURE	26

EARLY DISMISSAL	26
SKIP DAYS	27
LEAVE OF ABSENCE	27
BULLYING	27
CALCULATORS	36
CARPOOLS.....	36
CELL PHONES	37
CLASS ATTENDANCE	37
CLEANLINESS OF CAMPUS	37
FOOD OR DRINK	37
CHILD ABUSE, SEXUAL ABUSE, & NEGLECT	38
CUSTODY	38
DOMESTIC AND INTERNATIONAL TRAVEL PROGRAMS	38
DRESS CODE	39
PHILOSOPHY	39
EXPECTATIONS.....	39
ACCOUNTABILITY	41
QUESTIONABLE MATTERS	41
DRUG AND ALCOHOL POLICY	41
STATEMENT OF PHILOSOPHY	41
SCHOOL POLICY AND CONSEQUENCES.....	42
ELECTRONIC DEVICES (OTHER THAN IPADS).....	43
EXCHANGE PROGRAMS.....	44
FIELD TRIPS	44
FIRE ALARM AND OTHER CRISIS SITUATIONS	44

GAMBLING.....	44
GUIDELINES FOR USE OF SCHOOL BUILDINGS BY STUDENTS.....	45
WELLNESS CENTER.....	45
HALLWAYS	45
HAZING	45
HEALTH INFORMATION.....	47
INVESTIGATIONS	48
LOCKERS -- BOOK / ATHLETIC / PHYSICAL EDUCATION.....	48
LOST AND FOUND	48
MEDICATIONS.....	49
MESSAGES.....	49
OFF-CAMPUS BEHAVIOR.....	49
PARENTS AWAY	50
PARENT CONDUCT.....	50
PARKING.....	50
PROCEDURES FOR SCHOOL CLOSING OR DELAYED OPENING	51
SCHOOL DANCES.....	51
SCHOOL IDENTIFICATION CARD - “EAGLE EXPRESS CARD”	52
SECURITY CAMERAS.....	52
SENIOR PRIVILEGE	53
SNOWBALLS	53
STUDENT DIRECTORY	53
STUDENTS DISMISSED FROM CLASS	53
TEACHER ABSENCE.....	53
TRUANCY	54

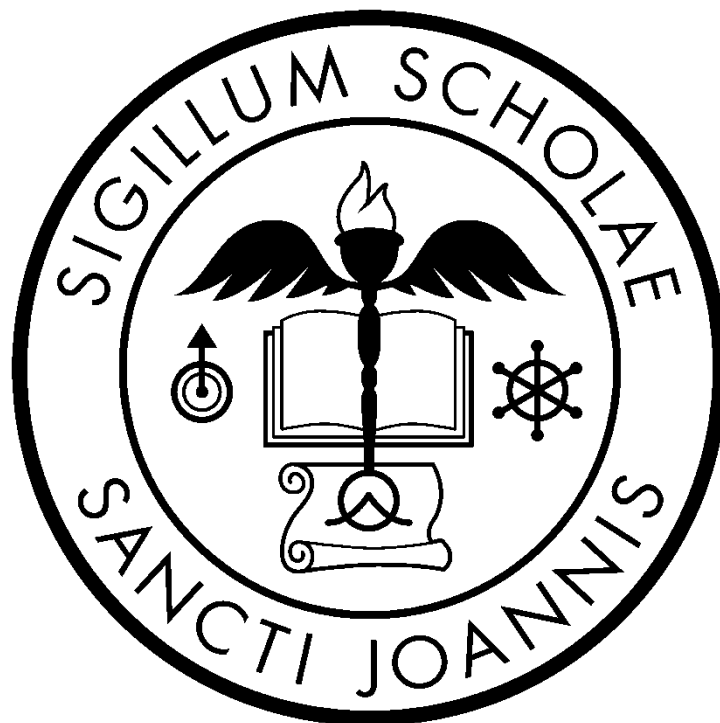
USE OF TOBACCO PRODUCTS.....	54
VANDALISM AND STEALING	54
VIOLENCE.....	54
WEAPON POSSESSION.....	55
ATHLETICS.....	55
ATHLETIC PROGRAM GOALS	55
CONCUSSION MANAGEMENT	56
GAMES/PRACTICE SESSIONS.....	56
STARTING DATES.....	57
PRE-SEASON RESPONSIBILITIES	57
TEAM TRYOUTS/SELECTION.....	57
ATHLETIC PARTICIPATION WARNING	58
SCHOOL EQUIPMENT RESPONSIBILITIES	58
SPORTSMANSHIP	58
MIAA RULES OF NOTE	58
TECHNOLOGY RESOURCES	59
ST. JOHN'S PREPARATORY SCHOOL RESPONSIBLE COMPUTER USE POLICY FOR STUDENTS.....	59
POLICY ON INTERNATIONAL STUDENT USE OF ELECTRONIC TRANSLATORS.....	59
INTERNET USE	59
ELECTRONIC MAIL	60
SCHOOL NETWORK.....	60
CONDITIONS AND RULES FOR USE	61
INAPPROPRIATE MATERIALS AND PROGRAMS.....	61

USE OF LAPTOP COMPUTERS, IPADS, SMARTPHONES AND OTHER PERSONAL COMPUTER DEVICES	62
CLASSROOM IPAD USE	62
VIOLATIONS OF THE RESPONSIBLE USE POLICY	62
STUDENT SOCIAL NETWORKING POLICY	62
POLICY ON SEXUAL AND OTHER HARASSMENT	64
PROHIBITIONS.....	64
EXAMPLES AND FURTHER POLICY DISCUSSION.....	65
PROCEDURE FOR COMPLAINT AND INVESTIGATION	65
DISCIPLINARY ACTION.....	65
OTHER FORMS OF HARASSMENT	66
NOTIFICATION OF ASBESTOS REINSPECTIONS	66
PESTICIDE STANDARD WRITTEN NOTIFICATION.....	66

NON-DISCRIMINATION POLICY

St. John's Preparatory School prohibits discrimination in education based on race, color, national/ethnic origin, religion, physical ability, sexual orientation, social class or economic status. St. John's admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded to students at the School. All educational policies, admissions policies, scholarship and financial aid programs, athletic policies and general School policies are administered in a non-discriminatory manner. This policy is not intended to disallow special financial aid or admissions policies intended to increase diversity.

The School is committed to a diverse community, which includes qualified students with disabilities. The School cannot offer special education programs for students with disabilities, but the School is committed to providing reasonable accommodations to qualified students with disabilities so that such students can participate in the School's educational and other related programs. For these purposes a "qualified student with a disability" is defined as an individual with a disability who is able to meet and fulfill the fundamental requirements of the School's education, with or without reasonable modifications to the School's policies or the provision of auxiliary aid or services. "Reasonable modifications" include modifications in policies, practices or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of the School's education or programs, or that would otherwise create an undue burden for the School.



ABOUT THIS HANDBOOK

This Student/Parent Handbook is intended to serve as a guide to help students in grades 9 through 12 and their families come to know St. John's Preparatory School's programs and opportunities, as well as to set forth basic expectations and agreements. Please review the contents of the Handbook. We hope that it will answer many questions you may have about academics, security, discipline, school rules, safety, athletics and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at a School. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or non-standard responses. This Handbook does not limit the authority of St. John's Preparatory School to deviate from the normal rules and procedures set forth in this Handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall School community.

These policies, rules and guidelines may also be revised or updated periodically, even during the School year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any Handbook policy or statement should feel free to speak with the Dean of Students, Assistant Principal for Student Life, or the Principal/Associate Head of School.

This Handbook supersedes any other manuals or guidelines that have been previously published and any other prior practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

MISSION STATEMENT AND OBJECTIVES

MISSION STATEMENT

St. John's Preparatory School, a Catholic Xaverian Brothers sponsored school for young men in grades 6 through 12, is committed to educating the whole person. Our rigorous academic and extensive co-curricular program encourages students to develop their spiritual, intellectual, moral, physical and creative potential and inspires them to honor the diversity that enriches both our School community and the world beyond St. John's. We challenge our young men to grow in faith and wisdom, to promote human dignity, to act with compassion and integrity, to pursue justice and peace and to live lives of service to society.

(Revised June, 2014)

OBJECTIVES

- St. John's encourages persons to know God, to understand themselves and their neighbors as people of God, and to develop an awareness of and a response to the needs of the human family.
- St. John's provides an educationally rigorous curriculum rooted in the academic, aesthetic, and spiritual disciplines. This curriculum encourages the development of motivation, interest, learning, and adaptability for future education and life experiences.
- St. John's requires the development and utilization of the skills of critical reflection, creative thought, scientific analysis, aesthetic expression, and oral and written communication. St. John's further challenges students to integrate these skills into their lives as important aspects of their personal growth.
- St. John's provides curricular, co-curricular and extracurricular opportunities for personal and spiritual growth, physical education and development, and social interaction.
- St. John's provides these opportunities within the framework of a caring educational community that recognizes and emphasizes the unique self-worth of all individuals.

VALUES OF XAVERIAN BROTHERS SPONSORED SCHOOLS

COMPASSION

HUMILITY

ZEAL

SIMPLICITY

TRUST



Humility allows all members of the Xaverian Brothers Sponsored School community to accept and affirm their giftedness, as well as to acknowledge the giftedness of others. Likewise, humility enables one to accept personal limitations in oneself and others. Humility inspires a sense of connectedness, not only within the community, but beyond. Humility is not a passive attitude, but an attitude leading to action – and that action is service.

Trust is the meeting place of mind and heart, faith and courage. Trust in God forged the Xaverian charism as the Brothers learned to respond in faith and courage to the enormous difficulties encountered in establishing their first schools. This trust is characteristic of the Xaverian charism: *Omnia cum Deo, nihil sine Deo.* (All with God, nothing without God.)

The word **zeal** is traditionally used among the Xaverian Brothers to mean the single-minded devotion to, the ardent enthusiasm for, and the intense drive to fulfill the Church's ministry of education. The Founder's zeal for the Church's work of evangelization formed the spirit and charism that the Xaverian Brothers have transmitted to their Sponsored Schools. Furthermore, the renowned zeal for evangelization of St. Francis Xavier led Theodore James Ryken to select this saint as the patron of the Congregation.

Compassion, as exemplified in the Gospel of Jesus Christ, calls for the openness necessary to let oneself be touched by another's life and the courage to reach out in loving service to others. Compassion is the eyes, the ears and hands of Christian charity. It is the heart seeking action. Compassion impels those in a Xaverian Brothers Sponsored School to look at life with the eyes of Christ, to suffer with those who suffer, to accompany them and to seek appropriate action to eliminate the sources of suffering. Compassion leads one to a lifestyle rooted in mercy and forgiveness.

Simplicity is another aspect of the Xaverian charism and is rooted in humility, trust of God, zeal for the Church's ministry of education and compassion. Simplicity frees the heart, the mind and the soul for the work of evangelization and education.

DIVERSITY AND INCLUSION STATEMENT

In support of the mission of St. John's Prep, and rooted in the profoundly inclusive message of the Gospel, we are all called—faculty, staff, students, families, alumni, Board of Trustees—to build a community where everyone is known, loved, and valued as a unique expression of God's love.

As a Xaverian Brothers Sponsored School, our commitment to enduring personal relationships rests on a foundation of trust, honor, humility, and respect. We understand and appreciate the different gifts, challenges, and circumstances of each unique person.

Our standard for inclusion rests on our ability to foster an atmosphere where everyone safely and confidently brings one's full self to St. John's Prep each day.

Our diversity embraces, but is not limited by dimensions of culture, nationality, ethnicity, race, socioeconomic status, sexual orientation, religion, age, gender, physical ability, and learning differences.

We believe diversity is a gift, a living educational resource that demonstrates the interconnectedness of life, inspires critical thinking, promotes compassionate action, and prepares students for the dynamic world beyond St. John's.

SCHOOL GOVERNANCE

The School is governed by a Board of Trustees appointed by the Members of the Xaverian Brothers Sponsored Schools Governing Board. The Chairperson of the Board is appointed by the Superior General of the Xaverian Brothers. Members of the Board are appointed for three-year terms by the Members of the Xaverian Brothers Sponsored School Network. Members of the Board are listed on the School website (www.stjohnsprep.org). The Board of the Trustees appoints the Headmaster and approves the Headmaster's appointment of the Principal.

The Headmaster's Leadership Team consists of the following members:

Headmaster/Head of School: Edward P. Hardiman, Ph.D.

Principal/Associate Head of School: Keith A. Crowley, Ph.D.

Assistant Head of School for Finance/Chief Financial Officer: Cynthia Fanikos

Assistant Head of School for Facilities: Steven Cunningham

Chief Advancement Officer: Kevin Collins

The Headmaster's Leadership Team is responsible for setting policies that impact the overall life of the School.

The Principal/Associate Head of School is charged with overseeing the day-to-day life of the School and advancing the mission of the School in all areas. The Principal's Leadership Team consists of the following members:

Associate Principal for Grades 6, 7 and 8: Jason Larocque
Assistant Principal for Academics for Grades 9 and 10: Stacy Banos
Assistant Principal for Academics for Grades 11 and 12: Mark McManmon, Ed.D.
Assistant Principal for Mission and Identity: Michael Orlando '02 Ed.D.
Assistant Principal for Teaching and Learning: Kerry Gallagher, J.D.
Assistant Principal for Student Life: Wendy Olson
Director of Multicultural Affairs and Community Development: Raisa Carrasco-Velez

In the context of this *Student Handbook*, the term **School Administration** refers to the Principal's Leadership Team.

ACADEMIC LIFE

ACADEMIC INTEGRITY

The Mission of St. John's Preparatory School involves the complete education of each student (*1907 Prospectus*, 5-6). Essential to the complete education of a St. John's Preparatory School student is academic integrity, which applies to all aspects of academic performance. It can be defined as "the pursuit of scholarly activity in an open, honest and responsible manner" (Penn State University Handbook). One example of academic dishonesty is plagiarism, which is "a form of cheating that has been defined as 'the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own' (Alexander Lindsey, *Plagiarism and Originality* [New York, Harper, 1952] 2)".

St. John's Preparatory School challenges its students to embrace the offerings of our rigorous college preparatory curriculum. To fulfill the mission and goals of St. John's Preparatory School, students are offered opportunities to develop to their maximum intellectual potential through formative and summative assessments. These assessments include research projects, papers, presentations, tests, quizzes, and homework. A lack of academic integrity undermines the value of these assessments and takes from students the opportunities to grow and develop to their fullest potential.

Examples of academic dishonesty include but are not limited to:

- Submitting of another's work or ideas without proper attribution.
- Copying of information from electronic or traditional sources.
- Copying or sharing of information with other students, including:
 - Copying or sharing of homework with other students.
 - Copying or sharing of test or quiz answers.
 - Copying or sharing of lab reports or data.
 - Sharing of information about a test with other students.
- Intentionally missing an assessment by being absent, late, or dismissed early from school.
- Submitting a paper or assignment in a different course (self-plagiarism).
- Lying to a faculty member or administrator about academic work.

It should be known that a growing percentage of the reported cases of academic dishonesty at St. John's Preparatory School occur because students share work, either in person or digitally, without the expressed approval of the teacher assigning the work. In such cases, the originator of the work is just as culpable for the academic dishonesty as the student borrowing the work, even if he was unaware of the receiving student's intention to borrow the work. Therefore, students are encouraged to protect their work at all times, assist other students with assignments only with the expressed consent of teachers, and never share their work digitally with another student.

Academic dishonesty and plagiarism are seen as serious offenses to the community of St. John's Preparatory School. A student who engages in academic dishonesty or plagiarizes is subject to disciplinary action, up to and including dismissal from the School. In instances of cheating and academic dishonesty, St. John's Prep adheres to the following policy.

First Level Offense(s)	Consequences
<ul style="list-style-type: none"> • Copying / sharing homework assignments. • Presenting online solutions, computer code, or problems as one's own homework. 	<ul style="list-style-type: none"> • Teacher will notify parent(s) of incident. • Students will receive no credit for the assignment. • Incident reported to the assistant principal. • Incident reported to the National Honor Society.
<ul style="list-style-type: none"> • Sharing of information about a test or quiz with other students. • Missing an assessment due to unexcused absence, tardiness, or early dismissal • Using online translators on assignments where not explicitly allowed. • Fabricating small amounts of data for a lab report, or taking data from others without permission of the instructor. 	<ul style="list-style-type: none"> • Teacher will notify parent(s) of incident. • Students will be required to resubmit their work for a maximum score of 60%. If a student refuses to resubmit his work, he will receive no credit. • Incident reported to the assistant principal. • Incident reported to the National Honor Society.

Second Level Offense(s)	Consequences
<ul style="list-style-type: none"> • Repeat incidence of first level offenses. • Plagiarism: false citations, unoriginal work not cited; submitting work of others without offering credit to source(s). • Submitting same paper or assignment in different courses without the permission and knowledge of the teacher. • Copying or sharing test or quiz answers. • Fabricating large amounts of data for a lab report, or taking large amounts of data from others without permission of the instructor. • Presenting online solutions, computer code, or problems as one's own work on a semester assignment or project. 	<ul style="list-style-type: none"> • Teacher will notify parent(s) of incident. • For the first offense, a student will be required to resubmit his work for a maximum score of 60%. If a student refuses to resubmit his work, he will receive no credit. • For a second time offense, or more, student will receive no credit. • Meeting with assistant principal of academics. • Incident reported to the National Honor Society.

Third Level Offense(s)	Consequences
<ul style="list-style-type: none"> • Repeated second level offenses. • Stealing of tests, quizzes or answers, either physically or otherwise. 	<ul style="list-style-type: none"> • Teacher will notify parent(s) of incident. • Loss of credit for the assignment. • Meeting with parents, assistant principal, and principal. • Incident reported to the National Honor Society.

ACADEMIC INELIGIBILITY

A student will be declared ineligible to take part in some or all **athletic and co-curricular activities** if he has failed more than one subject in a marking period. Ineligibility begins on the day the report cards are posted and ends on the last day of the marking period.

Students who are ineligible may not participate in optional field trips, campus ministry programs, co-curricular activities, intramural athletics or other programs that result in missing classes. Participation in activities that take place outside the context of the regular school day including dances, proms, semi formals, field trips, intramural athletics, etc. will be permitted only at the discretion of the Assistant Principals for Academics and/or Assistant Principal for Student Life.

The Assistant Principals for Academics and / or Assistant Principal for Student Life, at **their** discretion, may determine the athletic and co-curricular eligibility of a student who is not demonstrating academic progress.

ACADEMIC PROBATION

Students are placed on academic probation when they have failing grades, are demonstrating a poor overall academic performance, and /or have failed a course during the previous academic year. Academic probation is defined to be a period of time during which a student must demonstrate a significant improvement in academic performance. The Assistant Principals for Academics will determine the specific terms of the probationary period. At a minimum, students on academic probation will be required to work with **National Honor Society** tutors on regular basis. The progress of individual students who are placed on academic probation will be monitored by the Assistant Principal for Academics for the student's grade level along with the classroom teacher(s) and school counselor.

At the end of the academic probationary period, the Assistant Principal for Academics for Grades 11 and 12 or the Assistant Principal for Academics for Grades 9 and 10 will review the academic progress of the student and determine the academic standing of the student. At that time, the Assistant Principal for Academics for Grades 11 and 12 or the Assistant Principal for Academics for Grades 9 and 10 may initiate, but is not limited to, the following actions: rescind academic probation, extend and/or modify the probationary period, or recommend to the Principal that the student withdraw from St. John's Preparatory School.

A student on academic probation who is failing two or more courses at the end of the first semester may not be allowed to continue at St. John's Preparatory School. The Assistant Principal for Academics for the student's grade level will meet with the student, parents and School counselor and make an appropriate recommendation to the Principal.

ACADEMIC TRANSCRIPTS

A transcript of a student's records will be sent to any college designated by the student. Should seniors apply early, mid-year and end-of-year grade reports are automatically sent to colleges by the School Counseling Office. A student, parent or guardian will be provided with a written copy of the student's academic transcript upon a written request to the Registrar.

ACCESS TO STUDENT RECORDS

A parent/guardian may obtain access to their son's official records by submitting a written request to the Principal. Official School records refer to those documents maintained in a student's electronic portfolio.

AWARDS AND ACADEMIC HONORS

St. John's Preparatory School believes that the recognition of achievements is an essential element in a student's development. For this reason, the Headmaster's List, Principal's List, and Honor Roll are prepared quarterly and acknowledge deserving students for their academic success. In addition, at Commencement and at class assemblies, awards are presented to students whose accomplishments in various subject areas and extracurricular activities have been truly outstanding.

To qualify for quarterly academic honors a student must achieve the following grades:

Headmaster's List	A- or above in all subjects
Principal's List	B+ or above in all subjects
Honor Roll	B or above in all subjects

THE XAVERIAN AWARD is the most prestigious acknowledgement that St. John's Preparatory School can make of a student's contribution to his classmates, to his teachers, and to

the School as a whole. The Xaverian Award is presented annually to the graduating senior who administrators, teachers and classmates believe best epitomizes the values that the School, in the Xaverian tradition, strives to instill in all of its graduates. Recent recipients of the **Xaverian Award** include: Matthew J. Censullo '14, Eric Encarnacion '15, Kevin Doherty '16, Estarlyn Hiraldo '17, Chris Jennings '18.

THE VALEDICTORIAN AWARD is given to the graduating senior who has the highest cumulative GPA at the close of the **second** marking quarter of his senior year and has been enrolled as a student at St. John's Prep since the beginning of his sophomore year.

THE SALUTATORIAN AWARD is given to the graduating senior who has the second highest cumulative GPA at the close of the **second** marking quarter of his senior year and has been enrolled as a student at St. John's Prep since the beginning of his sophomore year.

ACADEMIC MEDALS are presented to students at the conclusion of each academic year. Gold and silver medals are presented to members of the graduating class at Commencement and medals of Academic Excellence are presented to underclassmen at Awards Convocations. Academic awards are a means of recognizing student achievement in distinct content areas. They are not reserved for students with the best GPAs or the highest grades in the respective content areas. Academic awards recognize achievement, passion for a field study and enthusiasm to continue on in a particular field of study. Awards are determined by faculty members in the respective academic departments.

THE BROTHER STEPHEN AND BROTHER FRANCIS AWARD was established in 2005 in commemoration of the 150th Anniversary of the Xaverian Education in the United States. The award is presented to one student in the Freshman, Sophomore and Junior class each year. Their peers and the faculty select recipients. Recipients are recognized for their commitment to living the values of Xaverian education in the midst of the St. John's Preparatory School community.

BROTHER BENJAMIN, CFX CHAPTER OF THE NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a national organization developed to recognize students' ongoing commitment to excellence in the areas of:

- Scholarship
- Leadership
- Character
- Service

The NHS was established in 1921 and is sponsored by the National Association of Secondary School Principals. The Brother Benjamin, CFX Chapter of the National Honor Society was established by St. John's Preparatory School in November, 1961. Brother Benjamin, CFX,

founding Headmaster, serves as the inspiration and model for student members of the NHS. Through his ministry of service and leadership Br. Benjamin, CFX embodied the values we hope our NHS students possess as leaders in the St. John's Preparatory School community. Membership in our National Honor Society is a privilege earned through a commitment to the core values of the NHS, and a student's level of involvement in activities both on and off campus. We regard those students who are members of our National Honor Society as the very best examples of the benefits of a Xaverian Sponsored school's education. Members of the Brother Benjamin, CFX Chapter of the NHS are recognized in the Commencement Program and receive special NHS medals that are worn during Commencement Ceremonies. In addition to these ceremonial honors, members are expected to serve as tutors to their peers as well as continue to provide service to the School's community.

There are multiple opportunities to apply for membership: after the second marking period of a student's sophomore and junior year and during the first marking period of a senior year. On these occasions students eligible to apply will receive application materials in the mail. To be eligible a student must have a cumulative GPA of **3.50** or higher and have completed a minimum of thirty (30) hours of community service.

Applications for membership may be obtained from the faculty moderator. Through the application process, a student provides the Faculty Committee with information concerning character, leadership, service and involvement in activities. **Service is an essential criterion. The Faculty Committee requires that a student has successfully completed 30 hours of service (on or off campus) during the twelve months prior to application for the student's application to be reviewed.** Hours of service that are completed for credit in a Social Action course are not applicable to the National Honor Society service requirement. Both service and activity involvement require the signature of the responsible adult who is in charge of the particular program. Through the application process a student must demonstrate an ongoing and authentic commitment to service. Students are discouraged from completing service activities as a means of gaining admission to the NHS.

In addition to the above-mentioned rubrics, students must demonstrate a holistic commitment to leadership, scholarship, character and service, the core values of the NHS. This commitment is reviewed through the lens of the student's essays and his overall record of academics, athletics, and service. Membership in the NHS is a privilege and is awarded at the discretion of the Faculty Committee.

Students who are either not eligible or not accepted as sophomores or juniors will be invited to apply in September of their senior year provided they meet eligibility requirements at that time. Members of the National Honor Society are required to assist in a number of school-sponsored activities.

The induction ceremony will take place in the fall.

Once accepted, students who are members of the National Honor Society must continue to maintain the required high standards of the Society through their senior year in order to retain membership. A student's membership will be reviewed at the end of each marking period.

Members must demonstrate their holistic commitment to the values of the NHS throughout the term of their membership. Membership status of each student will be reviewed in March of each academic year. Members must volunteer to serve in at least two (2) school events and demonstrate their ongoing commitment to service of the Prep and local community. Any member who has not maintained the required high standards may be placed on probation or removed from the National Honor Society by the Faculty Committee or the Principal.

Members of the National Honor Society who violate the school policy and philosophy of academic integrity (p. 12) could be removed from the National Honor Society pending findings of the NHS Faculty Council in the process set forth in the Chapter bylaws. Students who violate the policy of academic integrity prior to applying to the National Honor Society will be ineligible for membership. Members of the NHS must ensure compliance with the bylaws of both the Brother Benjamin, CFX Chapter of the National Honor Society, posted on the SJP web portal and bylaws of the NHS (www.nhs.us).

Any student who is suspended from school for disciplinary reasons, either internally or externally, could be removed from the NHS pending findings of the Faculty Council in the process set forth in the Chapter bylaws. Any student who is placed on disciplinary probation will also be placed on probationary status in the society. That status will be reviewed by the Faculty Committee to determine the student's future in the society.

Prior to graduation, the Faculty Committee will review each member's status. The result of that final review will determine National Honor Society recognition at graduation.

ACADEMIC PLACEMENT OF INCOMING STUDENTS

There are three levels of curriculum at St. John's for students in grade 9: College Prep, Accelerated and Honors. Incoming students new to St. John's are required to complete a series of placement tests in the spring of their eighth grade year. Placement test results, coupled with previous academic performance and HSPT or SSAT results, are used to determine appropriate academic placement in the areas of Mathematics, Biology, Global Studies, English, and World Languages.

Should there be a question about academic placement, families may request a review of placement by the Assistant Principal for Academics for Grades 9 and 10. The Assistant Principal will complete a review and communicate his decision to the family. The Assistant Principal may suspend action on a review until the student has completed 4-6 weeks of study at St. John's Preparatory School.

Any student enrolling as a transfer student must meet with the Assistant Principal for Academics for Grades 11 and 12 or the Assistant Principal for Academics for Grades 9 and 10 to determine his initial course levels.

COURSE FAILURES AND REMEDIATION

Students who fail a course for the year must remediate the course in order to return to St. John's Preparatory School. The Assistant Principal for Academics for the student's grade level must approve remediation of a failed course. Options for remediation include private tutoring, with an approved tutor, for thirty (30) hours for a one credit course or fifteen (15) hours for a ½ credit course or an approved summer school program.

Seniors who fail a first semester course may remediate the course prior to graduation. The Assistant Principal for Academics for Grades 11 and 12 must approve the remediation program prior to the initiation of studies.

Once a student has successfully completed remedial coursework for a failed course, the final grade on the student transcript will be changed to a **D** and a note will be made on the transcript that the course was failed and remediated.

Students failing the equivalent of two full-year courses, in an academic year, will not be allowed to continue at St. John's Preparatory School.

EXTRA HELP

Teachers are available for extra-help Monday – Friday (8:00 am – 8:20 am) and Monday – Thursday (2:35 pm - 3:00 PM). Any student experiencing difficulty in a subject is expected to seek out his teacher for extra help immediately.

If more extensive assistance is warranted, a student is expected to seek out his school counselor and arrange for additional extra-help.

Requests for extra-help should be initiated by a student, but can also be initiated by a parent, teacher, school counselor, advisor, and/or administrator. It is the responsibility of the student being tutored to attend all scheduled tutoring arrangements, and parents are encouraged to coordinate travel around such arrangements. If a student is required to attend tutorials, he must do so or be placed on academic probation at the discretion of the Assistant Principal for Academics for the student's grade level.

GRADUATION REQUIREMENTS

To receive a St. John's Preparatory School diploma a student must complete a total of 25½ academic credits as follows:

Religious Studies: 4 credits

English: 4 credits

Mathematics: 4 credits

Social Studies: 3 credits

Science: 3 credits

World Language: 2 credits

Computer Science: ½ credit

Physical Education: ½ credit
Fine Arts: ½ credit
Electives: 4 credits

Starting with the class of 2021, all students must carry at least 6 credits in their freshman, sophomore, junior, and senior year. Students must complete at least 18.5 credits by the end of junior year. To allow for greater flexibility in senior year, it is suggested students complete 19.5 credits by the end of junior year.

The course of study for each year and specific departmental requirements are outlined on the school web site.

HOMEWORK ASSIGNMENTS

Students are expected to complete all assignments in order to be fully prepared for their classes each day. This will require nightly home study that includes specific assignments as well as study and review of material covered during the academic day. Students are expected to properly use the advisory period and all unstructured time blocks during the school day.

Long-term reading and major papers will be assigned periodically. Students are advised to budget their time appropriately in order to give proper attention to these assignments.

MARKING PERIODS AND FINAL EXAMINATIONS

A final assessment or final examination will be given in all courses and will count 20% (1/5) of the course average. Each marking period in a full year course will count 20% of the course average.

Seniors earning an A- average for the first three marking periods in a full-year course and a grade no lower than B for the fourth marking period in that course are exempt from the final examination in that subject. Teachers will notify seniors if they are exempt by May 1.

All semester courses will have a final examination or an equivalent final assessment which will count for 20% (1/5) of the semester average. Each quarter grade will count 40% (2/5) of the final grade for semester courses. There are no exemptions from semester course examinations or evaluations.

PARENT / GUARDIAN – TEACHER CONFERENCES

Parents will have the opportunity to meet teachers each semester to discuss their son's progress. Dates for conferences are published on the School calendar.

PARENT / GUARDIAN COMMUNICATION WITH TEACHERS

Communication between parents / guardians and teachers is an essential component of the St. John's Preparatory School educational experience. Prior to contacting teachers, parents/guardians should speak with their sons to obtain as much information as possible regarding any concerns.

Parents / guardians are encouraged to contact the classroom teacher first when attempting to address concerns or questions. In most cases, teachers should answer parent / guardian questions and concerns by the next school day. A faculty e-mail directory is available on the School's web site, and telephone messages may be left with the main office from 7:30 am to 3:30 pm.

In the event that the teacher and parent are not able to resolve questions or concerns, the parent / guardian should then contact the student's School Counselor who will work with the parents to address remaining concerns.

Students and parents may access course and grade information on the Student and Parent Portal and Veracross. New students and parents will receive login information during the enrollment process. The School strongly recommends that students and parents create a plan to use the grade reporting feature. St. John's Preparatory School reserves the right to disable or cancel portal accounts of students and / or parents / guardians who, in the School's discretion, abuse this privilege.

Teachers will post student assessments to the portal throughout the school year, with the gradebook remaining open. Teachers may additionally elect to write a mid-quarter comment suggesting some corrective behaviors or providing recommendations. The final report of the marking period will be the student's report card.

PLEASE NOTE: If you have questions or concerns about any grades or assessments, please be sure to discuss them with your son before contacting the teacher and/or School counselor. Parents should also refer to the "Parent Conduct" policy in the "Student Life" section of this Handbook regarding the importance of building a constructive relationship and communication with the School.

REPORTING OF GRADES

Four report cards are issued during the year and will be posted to the Student and Parent Veracross portals at the end of each marking period.

St. John's Preparatory School maintains a transcript of grades for each student. This transcript is the official record of the student's academic achievement. The final grade for each course is reported on the transcript. The transcript also contains a weighted Grade Point Average (GPA). The weighted GPA takes into the consideration the degree of difficulty of a student's academic program. All levels of curriculum are designed to prepare students for a four year college / university program. **D is the passing grade at St. John's Preparatory School.** Final course grades are weighted according to the table below:

Letter Grade	Numeric Range	AP Weight	Honors Weight	Accelerated Weight	CP Weight
A+	97-100	5.00	4.75	4.50	4.25
A	93-96	4.75	4.50	4.25	4.00
A-	90-92	4.50	4.25	4.00	3.75
B+	87-89	4.25	4.00	3.75	3.50
B	83-86	4.00	3.75	3.50	3.25
B-	80-82	3.75	3.50	3.25	3.00
C+	77-79	3.50	3.25	3.00	2.75
C	73-76	3.25	3.00	2.75	2.50
C-	71-72	3.00	2.75	2.50	2.25
D	70	2.00	1.75	1.50	1.25
F	0-69	0.00	0.00	0.00	0.00

REQUESTING AN ACADEMIC COURSE CHANGE

The course registration process for the following academic year commences at the beginning of the second semester. Students will meet with their school counselor and teachers during the second semester to select electives and discuss level changes for the following year.

Schedule changes will be recommended by the teacher or School counselor, in consultation with the student and parents, and approved by the Assistant Principal for Academics for Grades 11 and 12 or Assistant Principal for Academics for Grades 9 and 10. Preliminary schedules will be available to students in the fourth marking period. The official student schedule for the next year will be posted to the portal in August. There will be a blackout period for course change requests from the end of final exams until the first day of classes for the next school year. During this time frame no course changes will be made.

In the fall, a student who believes that a course change is needed must take the following steps:

- 1) consult with parents/guardians
- 2) consult with the present teacher
- 3) consult with his school counselor
- 4) consult with the Assistant Principal for Academics for Grades 11 and 12 / Assistant Principal for Academics for Grades 9 and 10 (who will take appropriate action, if any).

All course changes must be approved by the Assistant Principal for Academics for Grades 11 and 12 / Assistant Principal for Academics for Grades 9 and 10. Changes in placement can be discussed; the Assistant Principal for Academics for Grades 11 & 12 / Assistant Principal for Academics for Grades 9 & 10, will make the final decision. At the start of each semester, freshmen, sophomores, juniors, and seniors have seven (7) school days to complete course changes in newly enrolled courses. In limited cases, when it is deemed appropriate based on the advice of the teacher, department chair, and school counselor, level changes may be made in courses beyond this seven day period.

STUDENT LIFE

REGULATIONS TO FOSTER SCHOOL COMMUNITY

St. John's Preparatory School endeavors to provide an atmosphere in which faculty and students will develop a Christian community through mutual understanding, cooperation, and respect. The school's philosophy of discipline is rooted in a commitment to respecting the inherent dignity of all human beings and a desire to enhance the common good.

The purpose of school policy is to establish the general expectations of student conduct so as to foster the development of self-responsibility, self-discipline and mutual respect in our community. The St. John's Preparatory School community regards discipline as a necessity for the attainment of individual and community goals, and involves the provision of structures that help a student develop motivation and self-esteem through the encouragement and expectation of responsible behavior.

To develop and support a community where students endeavor to take ownership of poor decisions and learn to use better judgment, individuals are held accountable for decisions that are contrary to the common good as a means of developing a community where students endeavor to take ownership of poor decisions and learn to use better judgment. Within this policy, the School identifies infractions that will merit discipline. The Administration specifically reserves the right to hold students accountable for decisions, actions or statements, on or off campus, that violate the mission, vision, values and policies of St. John's Preparatory School, in accordance with stated policies and disciplinary sanctions. Stated policies of St. John's Preparatory School are outlined in this Student Handbook and the School website. The contents of the School website are considered an addendum of this Handbook and are governed by the Student / Parent / Guardian contract submitted each year.

Please note that this Student Handbook is not exhaustive, and that the Administration reserves the right to hold students accountable for actions and/or decisions that are not specifically identified herein, should any such actions or decisions be deemed contrary to the mission and values of St. Johns Preparatory School.

The Administration is responsible for the clear communication of school rules and procedures through the Faculty Handbook and Student Handbooks. The goal is to create an academic atmosphere that enhances teaching and learning opportunities throughout the campus.

RIGHTS OF THE SCHOOL ADMINISTRATION-SEARCHES

St John's Preparatory School is a community that endeavors to provide every student with the emotional and physical safety he deserves. When any member of the faculty or School administration has reason to suspect that a student has jeopardized the safety of himself or others, been involved in a disciplinary infraction, or may possess any contraband material, on campus or at an off-campus School sanctioned or sponsored event or activity, the School Administration reserves the right to search any item in the student's possession or belonging to

a student, including without limitation a book bag, gym bag, backpack, locker, vehicle, or other possessions of such a student. In addition, in the School's ongoing efforts to ensure compliance with its rules and that students engage in appropriate behavior, and to maintain a substance free and safe School environment, the School can choose to conduct a random search of any area of the School's premises, including but not limited to the School's electronic systems and technological resources, as well as any item of a student's personal belongings or vehicle at any time and without prior notice.

The right to search and sanction is extended to any electronic resource used by students at School or School related activities. Electronic resources include, but are not limited to: student-assigned or student-owned computers, iPads, cell phones, other electronic equipment, Facebook, Twitter, Instagram, Vine, Snapchat and blogging or social media sites. The School Administration reserves the right to hold students accountable for any material posted on their devices, equipment, or sites that is contrary to the mission St. John's Preparatory School. The School Administration may review social networking sites and other Internet activity at any time.

DISCIPLINARY SANCTIONS

A student may be subject to disciplinary action, up to and including dismissal, for any conduct, on or off campus, which is of such a nature as to jeopardize the good name of the School, or which is detrimental to the common good, or harmful and offensive to faculty/staff or fellow students, jeopardizes the health and / or safety of the faculty, staff or fellow students or violates the mission, policies and expectations of St. John's Preparatory School.

Typically, the Dean of Students will meet with students when dealing with disciplinary issues and/or will take such other responsive action as deemed necessary under the circumstances. The Dean of Students has the authority to assign consequences for disciplinary infractions that include, but are not limited to, detention, mandatory service hours, suspension, probation or recommend dismissal to the Assistant Principal for Student Life. The Dean of Students may implement more than one kind of consequence for a particular type of infraction. Continued poor conduct or a single serious offense will result in suspension, probation, or the recommendation of dismissal from the School. The Dean of Students will determine the sanction based on the nature of the infraction. Typical sanctions include, but are not limited to:

DETENTION will be used as a consequence for minor policy infractions. Detention will take place Monday-Thursday from 2:40 p.m. to 3:40 p.m. in an assigned location. Detentions earned due to attendance and tardy issues may be assigned to before school detention, held from 7:00 am to 8:00 am, Monday-Friday. Detention must be served on the day on which it is assigned or the next detention day. Detention takes priority over all extracurricular and athletic activities. Failure to complete assigned detention within two (2) class days will result in further disciplinary action. **Students exceeding five (5) infractions within the school year may be subject to Saturday detention for a minimum of two (2) hours, or further disciplinary action, and parents will be notified.**

SERVICE HOURS will be used as the consequence for multiple or more serious infractions of School policy as determined by the Dean of Students. Students will be provided a deadline for the completion of the service hours. Failure to complete service hours will result in more serious disciplinary action. The Dean of Students must approve service sites prior to the work commencing.

SUSPENSION is used as the consequence for multiple minor infractions or a single major infraction of School policy. Suspension is the temporary separation of the student from the class day in order to allow the student to reflect upon the nature of his poor decision-making. In the event it is necessary to suspend a student, the Dean of Students will contact a parent/guardian and conference with them in person or via phone conversation. There are two forms of suspension: in-school suspension and external suspension.

Students placed on **in-school suspension** will be allowed to complete academic work for credit. Students will be required to stay in an assigned location on the days of suspension until they leave at the conclusion of the school day. Students on internal suspension may not participate in any athletic, recreational, co-curricular or School-sponsored events during the time of the suspension and must leave campus at the close of the school day. Upon return to classes from a suspension, the Dean of Students will determine when a student is eligible to resume participation in or attendance at any School functions or related activities.

Students placed on **external suspension** are prohibited from being on campus and from participating in any athletic, recreational, co-curricular or School sponsored events during the time of external suspension. Students on external suspension may receive permission from the Dean of Students to contact teachers for work or assistance. A student on external suspension should coordinate with his School counselor and teachers to discuss the form of make-up work that will be acceptable. Assignments due during the suspension should be completed and submitted on the first day the student is eligible to be back in School. Violation of these terms renders a student liable for expulsion.

When a student is externally suspended, he will receive a letter outlining the causes for the suspension and a contract outlining the action plan to prevent future incidents. Copies of both documents will be maintained in the student's official file. Upon returning to School after a suspension, the student must meet with the Assistant Principal for Student Life, or Dean of Students, and present his contract, signed by the student and his parent/guardian (s). Should a student not fulfill the criteria of the signed contract, he shall be subject to expulsion from St. John's Preparatory School. Students suspended from St. John's Preparatory School are automatically placed on disciplinary probation for a minimum of one semester.

PROBATION is assigned when a student is suspended for frequent repetitions of the same offense, for multiple offenses, or for a serious infraction of the School's rules. A student is placed on probation and assigned terms of probation by the Dean of Students. A student on probation is expected to demonstrate immediate and marked behavioral improvement during the probationary period. Any continued violation of the rules and regulations of the community

while on disciplinary probation is regarded as a serious offense and will subject the student to expulsion.

Probationary status will be reviewed quarterly. A student on disciplinary probation in June will be required to meet with the Dean of Students and Assistant Principal for Student Life to determine whether they are eligible to return to St. John's Preparatory School.

DISMISSAL is used as the consequence for repeated or multiple infractions of School rules or a single major infraction. The Dean of Students makes the recommendation for expulsion.

Upon the recommendation of the Dean, the Assistant Principal for Student Life will convene and chair an Accountability Board Hearing. The Accountability Board generally is comprised of the Assistant Principal for Student Life and five additional faculty / staff members who are appointed on a case by case basis. Accountability Board hearings are attended by the student, his parents / guardians and the appointed members. The Principal, as final arbiter of all appeals, attends the hearing to witness proceedings. Hearings are closed and no other individuals (advocates, legal counsel, friends or relatives) may attend. The School further prohibits the recording or transcribing of Accountability Board hearings.

The Accountability Board hearing generally proceeds as follows:

- The Chair summarizes the facts of the incidents and reviews the student's disciplinary record.
- The student has the opportunity to explain the behavior (s) in question to the Board and the Board has the opportunity to question the student. Lying to the Board, even if discovered at a later date, is grounds for immediate dismissal.
- The student can make a final statement and request that his chosen faculty/staff member make a statement on his behalf.
- Parents / Guardians are invited to make a closing statement on the student's behalf.
- The Chair will close the hearing. The Board generally reconvenes the following day, or if this is not practical, then as soon as possible thereafter, to make a final recommendation to the Assistant Principal for Student Life.
- After the Board has made a recommendation, the Assistant Principal for Student Life makes a final decision.
- The Assistant Principal for Student Life will convey the final decision to the family.

In the event a student is dismissed, the student / family may appeal the decision to the Principal. The appeal process is as follows:

- The student/family sends a written request / rationale for an appeal within 72 hours of receiving the expulsion notice.
- After reviewing the request and rationale for the appeal, the Principal will meet with the student and family.

- The Principal will render a decision 24 hours after the meeting, or, if this is not practicable, then as soon as possible thereafter. The decision of the Principal is final.
- In some instances, the Principal may offer families the opportunity to withdraw their son from St. John's Preparatory School for disciplinary reasons. In the case of a disciplinary withdrawal there is no opportunity for appeal and as stated in the tuition contract there is no opportunity to seek a refund. A student's transcript is marked as "WITHDRAWN" with the date of withdrawal.
- The Principal retains the right to inform a receiving school of the circumstances surrounding the student's withdrawal or dismissal.
- A Student who is dismissed or withdrawn for disciplinary reasons must return his school ID, clean out his locker and return all St. John's Preparatory School property (athletic uniforms, library books, etc.) prior to processing the withdrawal process.
- A Student who is dismissed or withdrawn for disciplinary reasons may not attend any St. John's events held on campus, and may not be on campus without the permission of the Dean of Students.
- A Student who is dismissed or withdrawn for disciplinary reasons may not reapply for admission to St. John's.
- A student who is dismissed or withdrawn for disciplinary reasons is not entitled to a tuition refund. Families with tuition loans are obligated to pay remaining tuition balance.

AUTOMATIC DISMISSAL: If a student's behavior is determined to be an immediate threat to the School community or community at large, the Principal or his/her designee may issue an automatic dismissal from St. John's. The dismissal is immediate and prohibits the student from attending St. John's Preparatory School as a student, being on campus and attending School sponsored events.

The list above of types of discipline is not intended to be exhaustive. St. John's Preparatory School reserves the right to impose other forms of discipline or corrective action as the Dean of Students or other school administrator deems appropriate. Examples include (without limitation) letters of apology, essays or research papers, or assistance with a school-sponsored program.

DISCIPLINE RECORDS

In accordance with the laws of the Commonwealth of Massachusetts, the Dean of Students will maintain records of offenses reported for each student. The Dean will inform the parents of all serious offenses, or the accumulation of minor offenses. When necessary, the Dean will request a parental conference to discuss a student's conduct. A student's discipline record is an internal document, but information from a student's discipline record can be shared with a receiving school or a health care professional, as the Principal, in his/her discretion, may determine is warranted. When a student enters the High School at St. John's, record of any school separations (internal or external suspensions) and disciplinary probation will follow him.

Records of detentions and/or service hours will not follow students to the High School. All discipline records are expunged either three years after a student graduates from St. John's Preparatory School, or when the student turns 21, whichever occurs later, unless such records are subject to or related to any investigations or legal proceedings, in which case they will be preserved for the duration of such investigations and related proceedings.

DAMAGE TO SCHOOL PROPERTY

As noted in the School Contract, parents and students are responsible for reimbursing St. John's Preparatory School for any damages to School property that are caused by the student.

ATTENDANCE PHILOSOPHY

St. John's Preparatory School expects regular and punctual daily attendance. The following policies will ensure that students adhere to regular and punctual attendance. The Attendance Officer, in collaboration with the Dean of Students, is responsible for implementing all policies related to student attendance. In accordance with this philosophy, students and parents / guardians are expected to abide by the following policies:

ATTENDANCE POLICY

All students are required to report to their first period class or assigned homeroom period each academic day by 8:20 am.

To facilitate scheduling, some elective courses meet at 7:20 am. Students registered for these classes must report by 7:20 am or be marked tardy. Not attending this class but coming to School for the next class period may result in a class cut/skip.

Students who rely upon others for transportation to campus are still subject to disciplinary action if the individual driving the car frequently arrives on campus after 8:20 am. After five tardies in a quarter, the Dean of Students will schedule a phone call with the family of the student to discuss attendance expectations.

POLICY ON INTERNATIONAL STUDENT TRAVEL/ATTENDANCE

St. John's Preparatory School recognizes that its international students travel far from home to attend School and therefore may wish to extend their School vacations to spend more time with their families and take advantage of cheaper airfare at off-peak dates. However, international students are held to the same attendance policies as our domestic students (including attending class meetings at the start of the School year) and should therefore plan ahead when booking travel.

ABSENCE POLICY

All absences from School are generally considered and recorded as unexcused absences. Parents/guardians must provide a written request to the Attendance Officer for an excused absence to be granted. Excused absences are provided only in the case of an illness with a doctor's note, death in the family or a serious illness in the family. There must be a written request for an excused absence to be granted. The Attendance Officer /Dean of Students may deny this request.

Upon the fourth recorded unexcused absence in an academic quarter, the student will be required, by the Attendance Officer, to meet with the Dean of Students to discuss the nature of his absences. The student may be subject to disciplinary action by the School in its sole discretion. After twelve (12) unexcused/excused absences within the academic year, the student and his parents may be asked to attend a conference with the Dean of Students, at which the student's attendance record and status as a student at St. John's will be discussed. The student's School counselor and / or the Assistant Principal for Academics for Grades 11 and 12/ Assistant Principal for Academics for Grades 9 and 10 or Assistant Principal for Student Life may attend this meeting.

Students with absences in excess of twelve (12) may be required to participate in a parent conference with the Principal, Assistant Principal for Academics for Grades 11 and 12/Assistant Principal for Academics for Grades 9 and 10 and/or Assistant Principal for Student Life to discuss the student's ability to remain at St. John's Preparatory School and/or the academic penalties that may result from the excessive absences.

In circumstances where a student is absent without either School or parental permission, the student will be deemed truant and subject to discipline pursuant to the school's Truancy Policy.

Exemptions to this policy can be made in cases of prolonged illness and granted by the Dean of Students.

Students are required to inform the Attendance Officer, their teachers and School counselors if they know they will not be in school/class for any reason. Failure to do so could result in the loss of academic credit for missed assignments, quizzes or tests.

Seniors may request two (2) days to be excused in order to visit colleges and universities during the academic year. Students must provide a written request signed by parents/guardians, teachers, and a School counselor to the Attendance Officer or Dean of Students at least 48 hours before the planned absence. College visitation forms are available in the School Counseling Office.

Family vacations (including business travel adjuncts, athletic contests, and other non-School related travel) should not extend into the academic calendar. School days missed to accommodate these plans will not be excused for any reason, and students may jeopardize academic credit for assigned and/or missed work.

Appointments are best scheduled during School closings or after the school day. If an appointment must be made during the school day, an explanatory note should be sent to the Attendance Officer the day prior to the appointment. It is the student's responsibility to inform his teachers if a class will be missed.

Students absent from school are not allowed to participate in any School-sponsored activity. Exemptions from this policy are granted by the Assistant Principal for Student Life.

ABSENCE PROCEDURES

When it is necessary for a student to be absent from School, parents are asked to comply with the following procedures:

Parent/guardian calls 978-774-1050 before 8:00 am each day to report their son absent from School.

Students are expected to communicate with classmates and teachers to acquire missed assignments. In the event of absences of more than three days, parents should contact their School counselor or the Assistant Principal for Academics for their grade level for assignments.

Upon returning to School, a student must present a written note from a parent/guardian explaining his absence to the Attendance Officer.

Failure to call and/or provide a written note (electronic notes/emails will not be accepted) will result in a minimum of detention and may result in suspension from School.

Students are expected to complete all make up work in a timely fashion. If absent the day of an assessment, students are expected to make up the assessment the day they return to the class period. For all other assignments, students have one day for each day absent to complete missing assignments. Work not completed within this time frame is subject to academic penalties determined by the individual teacher. Assignments due on the day of an absence should be forwarded to a teacher electronically. Exemptions to this policy may be granted by the Assistant Principal for Academics for Grades 11 and 12/Assistant Principal for Academics for Grades 9 and 10.

TARDY POLICY

Students are expected to be in their first period class or assigned homerooms by 8:20 am each day. Any student who is not in his assigned seat by 8:20 am is considered and recorded as tardy.

Students are expected to arrive on time each day. The Dean of Students and the Attendance Officer may grant exceptions to this policy. During the winter, hazardous driving conditions are taken into consideration when granting excused tardies.

Students dismissed for early morning appointments are expected to return to School for afternoon classes.

Students recorded tardy after 8:30 am may be referred to the Dean of Students and subject to disciplinary action.

When a student accumulates three unexcused tardies in one marking period, he will be assigned one hour of detention by the Attendance Officer. Upon the fourth unexcused tardy in the quarter, the student will be assigned one (1) hour of detention from 7:00 am -8:00 am or two (2) hours in after school detention. After the fifth unexcused tardy in one academic quarter, the Attendance Officer will refer the student to the Dean of Students who will request a conference with the student and his parent/guardian. Any further days tardy in one academic quarter will be considered a serious violation of School policy and could result in additional disciplinary action.

The Dean of Students and Attendance Office have the discretion to assign detention for any unexcused tardy, regardless of the number of tardies that a student has earned.

TARDY PROCEDURE

When a student is late for School, he must report to either the main office in the Brother Keefe, C.F.X. Academic Center or Xavier Hall before reporting to class. After 9:00 am all tardy students must report to the Attendance Officer in the main office of the Brother Keefe, C.F.X. Academic Center.

After signing in, students will report immediately to their assigned class. Failure to report within five (5) minutes to class will result in disciplinary action.

All tardy arrivals must see the faculty member of any class missed on that day and submit any assigned work at that time. Acceptance of late work will be at the discretion of the faculty member.

EARLY DISMISSAL

The School strongly recommends that students not be dismissed before the conclusion of their scheduled academic day, but recognizes that occasionally this cannot be avoided. To ensure student safety, except in cases of family emergencies, parents and guardians may not dismiss their sons via phone calls.

The Dean of Students can deny the request for a student to be dismissed via a phone call. To be dismissed early from school a student must:

- Bring a note from his parent/guardian (this must be in written form, email will not be accepted) to the Attendance Officer no later than 8:00 am on the day to be dismissed. The dismissal note must include a parent/guardian contact phone number. The

Attendance Officer will review the note and enter the dismissal into Veracross noting the time a student will be dismissed.

- The student will present the dismissal note to the classroom teacher for the class from which he will be dismissed.
- The student will report to the Attendance Officer at the time of his dismissal.

Any student dismissed early for a School-sponsored event must see the faculty member of any class missed on that day and submit any assigned work at that time. Acceptance of late work will be at the discretion of the faculty member.

Any student dismissed from school before 2:00 pm will be ineligible to participate in any School activity on that calendar day. The Dean of Students may grant exceptions to this policy.

SKIP DAYS

There are no skip days provided within the School calendar. Any student who participates in a skip day will be subject to disciplinary action and loss of academic credit.

LEAVE OF ABSENCE

In some instances, for compelling reasons, a student may be required to take a leave of absence from St. John's Preparatory School. The Principal, at his sole discretion, may grant approval for a leave. The Principal reserves the right to place students on a leave of absence in situations of prolonged absence. The Principal, in collaboration with others, will define all criteria for reinstatement should a student be placed on a leave of absence.

BULLYING

St. John's Preparatory School is committed to providing a safe, respectful learning environment for all students. All members of the School community should be treated with civility and respect in an inclusive manner. Bullying of any student will not be tolerated and will be grounds for discipline, up to and including suspension and expulsion for students, and termination of employment for employees. In accordance with Massachusetts law, the School has developed the following anti-bullying plan for education, discipline, and reporting to prevent bullying and to help adults and students to respond effectively to reports and observations of bullying:

I. Introduction

St. John's Preparatory School expects that all members of the School community will treat each other in a civil manner and with respect for differences.

The School is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The School recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, sexual orientation, parental status, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying or teasing.

II. Policy against Bullying, Cyber-Bullying and Retaliation

St. John's Preparatory School will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on School grounds and property immediately adjacent to School grounds, at School-sponsored or School-related events, activities, functions and programs whether on or off School grounds. Bullying and cyber-bullying are also prohibited at School bus stops, on School buses or other vehicles owned, leased or used by the School, or through the use of technology or an electronic device owned, leased, provided, or used by the School. In addition, bullying and cyber-bullying are prohibited outside of School property or School-related events and activities if the act or acts in question create a hostile environment at School for the target, infringe on the rights of the target at School, or materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

III. Definitions and Examples

It is important for St. John's students and its community to understand what is meant by bullying, cyber-bullying and other terms covered under the policy. The following definitions are drawn from the Massachusetts law against bullying:

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target's property;

- b. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- c. creates a hostile environment at School for the target;
- d. infringes on the rights of the target at School; or
- e. materially and substantially disrupts the education process or the orderly operation of the School.

Cyber-bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to educators, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

Examples of bullying: Bullying can include, but is not limited to any of the following:

- hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- teasing or threatening in a manner that puts someone down or is cruel; deliberately excluding someone, spreading rumors, psychological manipulation, and other actions that hurt someone's feelings or demeans them **based on race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or express, physical appearance, parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one more or more of these characteristics.**
- sexually harassing conduct; hazing activities.

Examples of cyber-bullying: Cyber-bullying may include the following kinds of behaviors:

- taking a private email, instant message or text message and forwarding it, or threatening to forward it to others or posting it where many can see it to embarrass or intimidate a person;
- spreading hurtful rumors online about another person;

- threatening or insulting through aggressive emails, instant messages, or text messages;
- posting, or threatening to post embarrassing pictures of someone online without his or her permission;
- creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying set forth in this Plan.

It is important to bear in mind that stricter standards of behavior may apply under the School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act or gesture might cause harm to another.

This Plan is consistent with broader protections provided by the School such as against discrimination, harassment, hazing, violence and retaliation that may appear in our Student Handbook, Faculty Handbook, and/or Staff Handbook.

IV. Reporting of Bullying, Cyber-bullying or Retaliation

Reporting by Students: Any student who is the target of bullying or cyber-bullying or who has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Principal, Assistant Principal for Student Life or the School Counselor. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

Reporting by Parents and Guardians: Any parent or guardian of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly encouraged to promptly notify the Principal or the Assistant Principal for Student Life. Furthermore, any parent or guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to report the same to the Principal or the Assistant Principal for Student Life. A parent or guardian should also report any incident of retaliation in violation of this policy to the Principal or Assistant Principal for Student Life.

Anonymous reporters: Reports made by students, parents or guardians, or other individuals who are not School members, may be made anonymously, however, the law provides that no disciplinary action may be taken against a student solely on the basis of an anonymous report.

Reporting Resources: The School makes a variety of reporting resources available to the School community including, but not limited to (1) an Incident Reporting Form, (2) a

dedicated mailing address (Wendy Olson, St. John’s Prep, 72 Spring Street, Danvers, MA 01923), and (3) an email address: wolson@stjohnsprep.org.

While use of an Incident Reporting Form is not required as a condition of making a report, the School makes the Form readily available as a convenient and efficient means of providing necessary information on which the School can base its response and investigation. The Incident Reporting form will be provided in the beginning of the year packets for students and parents or guardians. It is available in the School’s main office, the counseling office, the School nurse's office, the School athletic office and other locations determined by the Principal or designee. It is also posted on the School’s website.

Reporting Contact Information: Contact information for reporting bullying or retaliation to the Principal, Assistant Principal for Student Life or the Director of School Counseling is as follows:

Name	Title	Email Address	Telephone Number
Keith Crowley, Ph.D.	Associate Head of School/Principal	kcrowley@stjohnsprep.org	978-624-1305
Wendy Olson	Assistant Principal for Student Life	wolson@stjohnsprep.org	978-774-1050 Ext. 365
Conor Dowley	Director of School Counseling	cdowley@stjohnsprep.org	978-774-1050 Ext. 348

Reporting by Faculty and Staff: Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against any student who reported information concerning a violation of this policy is required to report it immediately to the Principal or his designee. Staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with the School policies and procedures for behavior management and discipline.

V. Responding to a Report of Bullying, Cyber-bullying or Retaliation

A. Preliminary Considerations including the Safety and Well-being of Students

Before fully investigating the allegations of bullying or retaliation, the Principal or designee may take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus;

identifying a staff member who will act as a “safe person” for the target; increasing supervision in certain areas at certain times; and/or altering the aggressor’s schedule and access to the target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

B. Obligations to Notify Others

1. Notice to parents or guardians - Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and, if appropriate, of the procedures for preventing further acts of bullying or retaliation. There may be circumstances in which the Principal or designee contacts parents or guardians prior to, or during any investigation. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the School regarding confidentiality of student information.

2. Notice to Another School or District - If the reported incident involves students from more than one school, the Principal or designee will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the School regarding confidentiality of student information.

3. Notice to Law Enforcement - At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal will notify the local law enforcement agency. Notice will be consistent with established agreements with the local law enforcement agency and the School’s applicable policies and procedures. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in the School, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making any determination under this Plan, the Principal or designee may, consistent with this Plan and with applicable School policies and procedures, consult with other individuals the Principal or designee deems appropriate.

C. Investigation

The Principal or designee will promptly investigate reports of bullying or retaliation and, in doing so, will consider all information made known, including the nature of the allegation(s) and the ages of the students involved. The scope and extent of the investigation will depend upon the particular circumstances of each situation. Pursuant to the School’s policies, all

students and staff are required to cooperate with the School's investigations of bullying or retaliation complaints.

During the investigation the Principal or designee may, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal or designee, other staff members as determined by the Principal or designee, and in consultation with the School Counselor, as may be deemed appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, and to take appropriate interim measures to ensure the safety and well-being of students and take appropriate responsive actions, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation. Records of investigations will be deemed confidential records of the School and not student records and accordingly, will not be provided to students, parents or guardians except to the extent deemed appropriate by the Principal in his or her discretion.

Procedures for investigating reports of bullying and retaliation will be consistent with School policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation and any other issue related to this Plan.

D. Determinations

The Principal or designee will make a determination based upon all of the facts and circumstances as to whether bullying, cyber-bullying, retaliation or other violations of School policy or inappropriate behavior has occurred. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in School or in benefiting from School activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Notice to parents will be consistent with the School's policies on confidentiality of student records and information. Therefore, the principal or designee may not be at liberty to report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

In situations where bullying or retaliation has not been found, the School reserves the right to apply disciplinary measures and other corrective action if the conduct is found to violate another of the School's policies, be inconsistent with the School's mission or educational purpose, or be in breach of the School's general expectations for appropriate behavior.

Certain types of **conduct may trigger the School's duty to report to an outside authority, such as bullying**, hazing or child abuse. In such situations, the School will comply with its legal reporting obligations.

E. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the Principal or designee determining that bullying or retaliation has occurred, the School may use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the Principal or designee may consider include but are not limited to:

- offering individualized skill-building sessions based on the School's anti-bullying policy;
- providing relevant educational activities for individual students or groups of students, in consultation with School counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying policy and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the Principal or Assistant Principal of Student Life decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or Assistant Principal of Student Life, including the nature of the conduct, the age of the student(s) involved, the need to balance accountability with the teaching of appropriate behavior, and any other factors deemed relevant by the School. Discipline will be consistent with the Plan and with the School's Student/Parent Handbook. Disciplinary actions and other corrective actions for violations of this policy may include, but are not limited to one or more of the following: written warning; parent conferences; classroom or school transfer; limiting or denying student access to a part or area or activity of the School; exclusion from participation in School-sponsored functions and/or extracurricular activities; an apology to the target(s); awareness training; participation in diversity or anti-bullying or anti-harassment programs; mandatory counseling; short-term or long-term suspension; expulsion or withdrawal from the School; any other action authorized by and consistent with the School's disciplinary policy, or as deemed appropriate by the Principal or designee.

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action, examples include (without limitation) letters of apology, detention, up to and including expulsion.

3. Promoting Safety for the Target and Others

The Principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the target's sense of safety and that of others as well.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate School staff to implement them immediately.

4. Counseling Assistance

School Counselors will be available to work with individuals and the families of both the target and the aggressor. The School has an existing relationship with Health and Educational Services Inc. if long term counseling is recommended for either individual involved.

5. Protection from Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

VI. Responsibility for Oversight and Implementation

The Principal is responsible for the implementation and oversight of this Plan. Questions and concerns related to this Plan may be referred to the Principal, Assistant Principal for Student Life, or the School Counselor (hereinafter these individuals may be referred to collectively as “Principal or designee”).

The School’s Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying, and the School is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. Pursuant to the Plan, we will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target’s sense of safety. We will support this Plan in all aspects of our School community.

VII. Annual Notice, Handbooks and Training

At the beginning of each school year, the School will send parents and students written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to students and parents or guardians will be in hard copy and electronic formats, and be available in the language(s) most prevalent among parents or guardians. The School will post the Plan and related information on its website.

The School will also provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the Faculty and Staff Handbooks or by other effective means. The School also will provide all staff with annual training on the contents of the Plan, their responsibilities to prevent bullying and retaliation and to report suspected incidents. Such annual training will also include an overview of the steps that the Principal or designee will follow upon receipt of a report of bullying or retaliation.

VIII. Questions

Any questions about the Bullying Prevention and Intervention Plan can be directed to the Principal or Assistant Principal for Student Life.

IX. Conclusion

St. John's Preparatory School is committed to providing a school environment that is free from bullying, cyber-bullying, retaliation or any other form of behavior that has a negative impact on members of our School community. This Bullying Prevention and Intervention Plan is intended to (1) assist the School in its efforts to prevent bullying, cyber-bullying, retaliation and other negative behaviors from occurring; (2) to encourage students, parents, and guardians to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; (3) to implement appropriate disciplinary and other responsive actions when they are found to be warranted, and (4) help the School to maintain a positive, safe and respectful school environment.

CALCULATORS

As part of the Mathematics curriculum students in all grades are required to use a Casio Prism Calculator. Students will not be in the possession of a calculator other than their own.

CARPOOLS

Parents arrange carpools. Please check the online student directory for the names of other students from your community, then communicate directly with the families to coordinate travel arrangements. Since parking is limited all students and families are requested to use carpools.

CELL PHONES

Cell phones shall remain silent while in School buildings during the school day. Failure to do so may result in the phone being taken from the student and turned in to the Dean of Students. For the first offense, the student will pay a \$5 fine. All money collected will be donated to the dress down day committee. Repeat offenders are subject to the loss of cell phone privileges, the taking of cell phones from students, and/or other disciplinary action.

Students are permitted to use cell phones outside of school buildings during unstructured time. Cell phones may not be used in any building at any time: this restriction applies to but is not limited to phone calls and texting. The unauthorized use of recording devices on phones, iPads or other personal communication devices is strictly prohibited on campus. Students found engaging in unauthorized use of recording/camera devices or found sharing, or having shared inappropriate materials via phones, email or other electronic devices will be subject to serious disciplinary action.

St. John's Preparatory School's faculty, staff, administration and agents are not responsible for any items lost or damaged when taken from a student by the School.

CLASS ATTENDANCE

Students are expected to attend all scheduled classes. Cutting a class will result in 3 hours of detention, loss of academic credit and parental notification. A second offense will be cause for suspension.

CLEANLINESS OF CAMPUS

Students are expected to help maintain a neat and clean campus. No food or drinks should be consumed in the academic buildings without the permission of the Dean of Students. Students must use trash and waste receptacles that are provided throughout the campus, and always clean up after themselves. Recycling of materials is strongly suggested.

FOOD OR DRINK

Food is not to be taken from the dining hall to other areas of campus at any time, unless students are invited to lunch with faculty in different areas of the campus or eating in designated areas on campus (i.e. Mathers Commons in Mahoney Wellness Center and Center for Learning and Academic Success). When eating in any location, the student is responsible for disposing of his trash and cleaning the area before leaving.

Students are prohibited from carrying in or consuming food and drink in the library, computer labs, and all other academic buildings (including hallways) during the school day.

Students are responsible for the cleanliness of the cafeteria. Students should clean tables before leaving. The throwing of anything in the cafeteria is forbidden. Students are not allowed to have backpacks, bags or jackets on in the serving area of the cafeteria.

CHILD ABUSE, SEXUAL ABUSE, & NEGLECT

St. John's Preparatory School is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. Under Massachusetts General Laws (M.G.L) c. 119, § 51A, certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting: (i) from abuse by a caretaker that causes harm or substantial risk of harm to the child's health or welfare, including, but not limited to sexual abuse; or (ii) from neglect by a caretaker, including malnutrition. As required by this law, all employees of the School are obligated to report all suspected cases of child abuse, including sexual abuse and/or neglect to the Massachusetts Department of Children & Families.

Any student who feels he is a victim of such mistreatment is encouraged to report such mistreatment to any counselor, teacher, or to the Dean of Students or Principal. Any person within the School community with knowledge of abuse or neglect, or any suspicion of or concern about possible abuse or neglect, should report it immediately to the Dean of Students, the Principal, or a School counselor so that appropriate reporting to the State and necessary responsive actions can be taken. Failure to report is a crime, but good faith reports are protected under the law. The School will cooperate with any investigation or services provided by the Department of Children & Families and will exercise best efforts to support any student who is a victim of abuse.

CUSTODY

A parent who has court-ordered custody arrangements for a son must file a court-certified copy of the custody section of the divorce decree, or other official custody ruling, with the School prior to admission. In the case of students already enrolled, the court-certified copy must be submitted as soon as possible. The School will not be responsible for failing to honor any change in custody arrangements if it has not been properly notified. If it is desired that the School send mailings to the custodial and non-custodial parents of a student, a written request must be submitted to the School's Principal.

DOMESTIC AND INTERNATIONAL TRAVEL PROGRAMS

To enhance the overall experience at St. John's Preparatory School, the School provides qualified students several educational opportunities involving domestic and international travel. All School rules and regulations, with the exception of the dress code, apply to all international and domestic travel programs. Parents/guardians and students are required to complete a separate release form for all School related travel.

Students must be in good academic, disciplinary (including attendance and tardies) and financial standing in order to be eligible in order to participate in travel programs. If a program commences immediately after an academic assessment report or marking period and the student receives one or more failing grades, he may not be allowed to participate in the program.

Students who are not in good disciplinary standing are not eligible to participate in domestic or international travel programs offered or sponsored by St. John's Preparatory School. All travel programs sponsored by St. John's Preparatory School are connected to the academic program and rooted in the mission of the School.

Students participating in domestic or international travel which exceeds \$250 must purchase travel insurance. St. Johns Preparatory School encourages the purchase of travel insurance for all travel.

All participants in travel programs are required to complete a covenant agreement with the school. Violations of the covenant render a student liable to disciplinary action, up to and including not participating in the trip / program.

DRESS CODE

PHILOSOPHY

A positive learning climate that promotes mutual respect and personal growth is an essential component of the St. John's Preparatory School community. St. John's acknowledges students' need for self-expression and students are offered considerable freedom in our dress code. In that light students are required to embrace and demonstrate a sense of pride in the dress code because it shows a measure of commitment to the community and builds a sense of common mission.

EXPECTATIONS

A dress code is in effect on campus between 7:00 am and 3:00 pm. Any clothing item(s) that is/are not listed below is/are prohibited.

Shirt:

- Oxford style, collared, dress shirt. Shirts may be solid, pinstriped or have the St. John's Preparatory School logo.
- Solid white, gray or navy, short sleeve or long sleeved St. John's Preparatory School golf shirts (must be purchased at the school bookstore).
- All shirts must be appropriately buttoned and tucked in at all times.
- Undershirts should not extend past the dress shirt sleeve and must be of appropriate color so as not to be seen under the dress shirt.

Pants:

- Dress pants with four pockets (two on the hip and two on back). Pants with patch/sewn-on or riveted pockets, as well as riveted pants, are prohibited.
- Pants must be of solid color, and free of designs and/or embroidery work.
- Belts, with appropriate buckles, must be worn at all times. Studed, riveted, or metal belts are not acceptable at any time.
- Pants that are torn or pants with frayed edges are not acceptable at any time.
- Pants must always be worn on the hips.

Footwear:

- Brown or black leather dress shoes or boat shoes (not canvas) and socks must be worn at all times. Leather dress shoes are defined to be shoes that would be worn to a semi-formal event.
- Skateboard shoes, casual shoes (Birkenstocks, Vans, etc.) and shoes with no/low back and / or open toes are not permitted.

Hair

- Students are expected to be well groomed. Hair must be neatly trimmed and of a natural color. Extreme variations in length, designs (ex. lettering, mohawks, designs engraved/cut into their hair; spiked, or shaved areas of hair) are not permitted. Facial hair must be kept neat and trimmed.
- Hair length must end above the top of the shirt collar.

Other Items:

- Sweaters may be worn over acceptable collared dress shirts.
- Students may wear one small stud earring per ear. No other visible piercings are permitted.
- Students may not wear “over shirts” as jackets, this includes flannel shirts.
- Hooded sweatshirts (“Hoodies”) are not permitted.
- Hats are permitted outside of school buildings.
- Crew neck style sweatshirts (pullover only) with a college / university or St. John’s Preparatory School logo may be worn over collared dress shirts.
- Winter coats are not to be worn in classrooms.

Hiking boots are not within the daily dress code. As a privilege, hiking boots may be worn when the Dean of Students deems it appropriate. Should the privilege be abused by the student body, the Dean of Students may revoke the privilege at any time during the school year.

Liturgies, Convocations, Funerals, Semi-Formals and Other Events:

- All students must wear dress shirts and ties when the School community gathers for School-wide liturgies, convocations or other occasions as announced by the School Administration.

- When attending School funerals, wakes or other occasions as announced by the School Administration, students are expected to be attired in dress pants, dress shirt, tie and sport coat. Students are expected to be similarly attired at other formal events as announced by the faculty and School Administration.

ACCOUNTABILITY

On the first violation of the dress code students will be assigned detention.

On the second offense of the School dress code, the parents and guardians of the student may be contacted by the Dean of Students, and further disciplinary action may be taken which may include sending the student home to correct the dress code issue. Repeated offenses of the dress code could result in service hours, probation, suspension or expulsion from St. John's Preparatory School.

QUESTIONABLE MATTERS

The Dean of Students is the final arbiter in all matters of the dress code and hair style. Any matters of questionable appearance will be referred to the Dean of Students, who will decide if a student will remain in School, be sent home to get properly dressed or groomed, or stay out of class until proper clothes are brought to the student from home, or until the student is properly groomed. All lost time will be made up in detention.

DRUG AND ALCOHOL POLICY

STATEMENT OF PHILOSOPHY

St. John's Preparatory School is committed to maintaining a School community that is drug and alcohol free. It is the responsibility of all students, parents, faculty and administrators to work together to achieve this goal. To be supportive of this effort, St. John's Preparatory School offers a series of educational programs that provide students with developmentally appropriate information related to the abuse of alcohol and drugs. The educational program focuses on the prevention of use as well as decision-making and personal responsibility. Counseling related to drug and alcohol use is available through the School Counseling Department and the Student Assistance Program (SAP). Students may refer themselves to the SAP. Faculty, administrators and parents may also make referrals to the SAP. The primary emphasis of the SAP is directed toward deterrence and intervention for students seeking assistance. Support systems and appropriate interventions will be developed according to the student's needs.

St. John's Preparatory School is aware of the need for policies and protocols to be followed in the event a student decides to use alcohol / drugs. To ensure the development of a healthy and safe community and the well-being of all members of the St. John's community, the following policy regarding the use of alcohol, controlled substances (narcotics, steroids, abuse of prescription medications and other substances as defined by law) and tobacco is in effect.

SCHOOL POLICY AND CONSEQUENCES

A. Policy.

1. It will be considered a major violation of School rules for any student to possess, sell, distribute, or use alcohol /drugs (including steroids) on campus or at any School sanctioned activity or event off campus.
2. It will be considered a major violation of School rules for any student to be under the influence of alcohol/ drugs (including steroids) on campus or at any School sanctioned activity or event off campus.
3. It will be considered a major violation of School rules for any student to possess any type of drug paraphernalia on campus or at any School sanctioned activity or event off campus.
4. Abusing prescription or over-the-counter medications, household cleaners, or aerosol propellants on campus or at any School sanctioned activity or event off campus is also a major violation of School rules.
5. Exceptions to this policy will be made for authorized and appropriate use of prescription and over-the-counter medications in accordance with the School's policy and protocol on medications.

B. Any violations of this drug/alcohol policy will result in disciplinary and/or rehabilitative action, and possible prosecution by local authorities. Even drug and alcohol violations during non-School time and/or off School premises may have ramifications, including but not limited to loss of privileges or other disciplinary action at the School's discretion.

C. Specific Violation and Consequences.

1. Any student who sells or distributes alcohol or prohibited substances will be recommended for dismissal from St. John's Preparatory School and be reported to the appropriate law enforcement agency.
2. Any student who possesses, uses, is in the presence of, or is under the influence of alcohol or prohibited substances, or possesses drug paraphernalia may be suspended from School and subject to any of the following stipulations:
 - 2a. the student may be required to undergo an assessment by a professional substance abuse counselor or other appropriate medical professional. If this occurs, the student will be required to submit a complete drug / alcohol screening according to the conditions dictated by St. John's Preparatory School.

- 2b. the student may be placed on disciplinary probation or other leave status, and may be subject to expulsion.
 - 2c. if allowed to reenter School, the student will participate in a conference with the Assistant Principal for Student Life, Dean of Students, School Counselor and Parent(s) / Guardian(s). The conference will result in a reentry contract that will outline all expectations of the student.
 - 2d. if the student is not expelled for a first offense, a second offense or failure to comply with stipulations of the reentry contract or outside counseling agency will render a student subject to dismissal.
 - 2e. student athletes in violation of this policy are subject to sanctions outlined in the MIAA Blue Book (Rule 62) and subject to being suspended from the team by St. John's Preparatory School for the entire season of play. For MIAA purposes, St. John's Preparatory School defines the season of play as September 1 – August 30.
 - 2f. the School reserves the right to impose other disciplinary or corrective action as it deems is appropriate.
3. In addition, St. John's Preparatory School may require, without prior notification, that a biochemical test for drugs and/or alcohol be performed on a student at any time. The cost of such testing is the responsibility of the parents/guardians. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. A positive test may result in disciplinary action including possible immediate expulsion.

ELECTRONIC DEVICES (other than iPADS)

Electronic equipment, other than iPads and laptop computers, used solely for personal entertainment (MP3 players, gaming systems, personal DVD players, iPods or other similar electronic equipment) are not to be seen or used on campus between a student's arrival on campus and 3:00 pm. These devices should not be used for watching videos/movies or gaming prior to 3:00 pm. After 3:00 pm, videos/movies, gaming, and any other uses of such devices should be consonant with the mission of the School.

The unauthorized use of camera phones or other recording devices, still and video, is strictly prohibited. Use of such devices is not permitted at any time on campus without the permission of the School administration.

Any electronic device brought onto the campus or to any school sanctioned activity or event may be confiscated by the School and/or searched by the School at any time.

EXCHANGE PROGRAMS

Students of St. John's Preparatory School who serve as hosts to guest students are expected to uphold the reputation and good name of St. John's Preparatory School at all times while the guest student is in their presence. Decisions or actions that jeopardize the good name of St. John's Preparatory School and / or the safety of the School's guest or any other person will result in disciplinary action.

FIELD TRIPS

Students are required to submit a "Field Trip Permission Form" signed by a parent or guardian prior to participating in any School-sponsored field trip. Moderators of the field trip are required to provide this form, and students are to have parents / guardians sign the form. This form is to be submitted to the moderator at least forty-eight hours in advance of the scheduled trip. Students not submitting the form properly will not be allowed to participate on the trip. A telephone call is not sufficient permission for a field trip.

On all School-sponsored field trips, an appointed moderator represents the School. Students are responsible to this person, and all School regulations and policies, including dress code, are in force throughout the field trip.

Students are required to use School provided transportation on all field trips. Students must be academically eligible to participate in field trips.

Students are required to inform teachers of their participation in field trips and gather assignments at least two days prior to departing. Any academic assignments that were due on the day of the field trip must be submitted on that day.

FIRE ALARM AND OTHER CRISIS SITUATIONS

Whenever the fire alarm signal sounds, all classes must proceed immediately, quickly and silently along the route designated for each classroom. When the signal is given, classes will return to their classroom in a quiet and orderly fashion.

For other emergencies, students will follow the directions given over the School's public address system.

Students who are in hallways and/or outside during unstructured time should report to the nearest faculty member to receive instructions.

GAMBLING

Gambling in any form is not allowed. Violations of this prohibition may subject a student to suspension or expulsion from St. John's Preparatory School.

GUIDELINES FOR USE OF SCHOOL BUILDINGS BY STUDENTS

School buildings are open for student use beginning at 7:00 am. Unless another School-based activity that a student will be attending is occurring on campus, students should be picked up from campus by 5:30 pm on Monday through Thursday and by 5:00 pm on Friday.

Unless properly supervised by a member of the faculty, all students must vacate all classrooms, computer rooms, studios and laboratories by 3:00 pm. The A.E. Studzinski Library, the Mathers Commons of the Mahoney Wellness Center and the Kennealy Commons will be open after the regular school day until 5:30 pm on Monday through Thursday and until 5:00 pm on Friday. Additional study areas also will be provided in periods of inclement weather.

WELLNESS CENTER

Students may only use the Wellness Center under direct supervision of a teacher, staff member or coach and abide by the rules and guidelines for the use of the building.

HALLWAYS

During unstructured time and lunch periods, students are permitted to be at their lockers or in the hallways during the first five (5) minutes and last five (5) minutes of a period. At all other times students should be in a supervised area.

HAZING

Hazing is a serious offense. **St. John's Preparatory encourages students to report such offenses promptly to any counselor, teacher, the Dean of Students, Assistant Principal for Student Life or the Principal.** Hazing is prohibited by both state law and the School's policies and will not be tolerated in this community. The School, through the Principal, will report all incidents of unlawful hazing to appropriate law enforcement officials, as required by law.

Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen. The state law that prohibits hazing is set forth below. Students must be aware, however, that conduct need not meet the legal definition of hazing to violate the School's expectations for appropriate behavior. All student activities related to membership in a student group or team (such as recruiting, new membership, and elections) must comply with all applicable School rules and community standards, as described in this Student Handbook. Students must be aware that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing. Offending students will suffer appropriate disciplinary action, including the possibility of suspension or expulsion. For a more detailed description of the types of disciplinary action the School may take for violations of this policy, please see the "Bullying" policy.

Below is the text of the Massachusetts Law Prohibiting Hazing:

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED:

Section 17. Whoever is a principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING:

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 COPY OF SECS. 17--19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT:

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated

officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

HEALTH INFORMATION

As a condition of continued enrollment, parents and students consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of St. John's Preparatory School, as determined by the Principal or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

St. John's Preparatory School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, the School also must balance matters of privacy and confidentiality with safeguarding the interests and well-being of its students and the School community. Thus, parents/guardians and students consent to allow employees and agents of the School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

INVESTIGATIONS

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation for any reason, including, but not limited to pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave the School.

iPADS

Students are expected to use the iPad as an educational tool. Accordingly, students are expected to adhere to the Acceptable Use Policy, outlined in this Handbook, which governs technology use on campus. Students should silence their iPads during the day unless instructed to do otherwise by a faculty or staff member. Unauthorized use of cameras, recording devices, instant-messaging apps, social networking apps and/or games will result in disciplinary consequences.

Technology is useful to the educational process but should not replace the human dynamics of the classroom and campus life. To that end, students are not allowed to use iPads in the Dining Hall during lunch period (3rd period of the day). All iPads must be registered with St. John's Prep iPad Management System and all iPads must have "Find My iPad" enabled.

LOCKERS ~ BOOK / ATHLETIC / PHYSICAL EDUCATION

All freshman, sophomore and junior students will be assigned book lockers by the Dean of Students. Only locks issued by the School may be used to secure School lockers. All other locks will be removed. St. John's Preparatory School is the exclusive owner and a cotenant of all School lockers and reserves the right to search a locker at any time. St. John's Preparatory School does not assume any responsibility for any items that are lost or stolen from lockers. Seniors who wish to use a book locker should request a locker from the Dean of Students. Students may only use the School locker assigned to them.

All students are required to lock their valuables (iPads, sports equipment, cell phones, and wallets) in their lockers, especially in the gymnasium/locker room area. Book bags and athletic bags should never be left unattended. St. John's Preparatory School does not assume any responsibility for items lost or stolen.

LOST AND FOUND

A lost and found for books, clothing and other items is maintained in the main office of the Brother Keefe, C.F.X. Academic Center. Unclaimed items are discarded or donated to charity.

at the end of each quarter. St. John's Preparatory School is not responsible for lost or stolen items.

MEDICATIONS

Parents and students are required to provide the School's health office with a list of all medications that the student currently takes, including prescription and non-prescription medication. School policy prohibits students from self-administering any medication, whether prescription or over-the-counter medication. Certain limited exceptions may be made for emergency medications, such as asthma inhalers, epinephrine auto-injectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the School's nurse or his/her designee to develop appropriate measures.

MESSAGES

Families should make every effort to personally communicate messages to their sons. In the event that communication is not possible, the School office will always assist in emergencies, but will not interrupt classes to deliver non-emergency messages. Students will be called to the office for messages during homeroom and at the end of the day.

Students are required to check their St. John's Preparatory School e-mail address at least once each day. The School e-mail system is used to communicate a number of announcements throughout the School year.

OFF-CAMPUS BEHAVIOR

Students should be aware that certain activities outside of School hours or off School property may result in loss of School privileges and other disciplinary action up to and including suspension or dismissal. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, or has a direct or immediate effect on the discipline or general welfare of the School, even if such conduct takes place off campus, during non-school hours or on breaks from School. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at School include: any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, electronic messaging systems, or websites (personal, at home or at the School), which does, or could, impact the welfare of any member of the School community or the reputation or functioning of the School.

PARENTS AWAY

Parents are asked to inform the School if they will be away and a student will be staying with someone else as temporary guardian. The School should receive the name and phone number of the guardian and the dates involved. All correspondence should be directed to the Dean of Students.

PARENT CONDUCT

Parents and guardians are responsible for respecting the rules and regulations described in this Handbook. The School believes that a positive and constructive working relationship between the School and the parent or guardian is essential to the fulfillment of the School's mission. The School reserves the right to terminate enrollment of a student if the School concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the School's achievement of its educational purpose or mission, or if any parent or guardian fails to work in a positive or constructive manner with the School, or otherwise fails to respect and support the policies, rules and disciplinary decisions of the School.

PARKING

Juniors and seniors are the only students allowed to register and park cars on campus. At the Dean of Students' discretion, sophomores may receive a parking sticker as space allows. Students are required to register the automobile they will drive with the staff in the main office of the Brother Keefe, C.F.X. Academic Center, receive an official school parking permit, and place the permit on the windshield. Students must show a valid driver's license to obtain a parking permit. Students are allowed to park only in designated parking lots. Students are not allowed to return to their cars during the school day without permission of an administrator. Students parked illegally will receive a citation and will be subject to disciplinary action. Serious violation of parking regulations or repeated parking of an unregistered car on campus will result in disciplinary action and may result in the car being towed at the student's expense. Students may obtain a temporary parking pass from the staff in the main office of the Brother Keefe, C.F.X. Academic Center.

All cars are parked on campus at the sole risk of the owner. St. John's Preparatory School does not assume any responsibility for loss or damage to any vehicle or the contents within the vehicle parked on campus.

Reckless driving on campus, in the surrounding neighborhood, to and from campus or to or from School related activities is considered to be a violation of School rules and may warrant disciplinary action.

Loitering in and around vehicles before or after the school day is prohibited. St. John's Preparatory School reserves the right to search any vehicle driven to School, or parked at a School sponsored event, by a student.

Cars should not be left overnight on campus without the permission of a School Administrator.

PROCEDURES FOR SCHOOL CLOSING OR DELAYED OPENING

On days when St. John's Preparatory School will not be in session or will have a delayed opening due to inclement weather, notice of cancellations will be broadcast over television stations WHDH (7), WBZ (4), and WCVB (5) and WFXT (25)NBC Boston/NECN Channel 10 television, and on the School's website (www.stjohnsprep.org). The School will also contact families via the School Reach Phone Messaging System. Phone messages generally will be sent out before 6 am. Families not wishing to receive a phone message must send a written request to the Principal's Office by November 1.

SCHOOL DANCES

The Student Council will sponsor dances for the student body. Dance dates are posted on the School calendar. St. John's Preparatory School dances are open to all St. John's Preparatory School students and girls from invited schools. Girls from non-invited schools must be a registered guest of a St. John's Preparatory School student. Registration will be coordinated through Student Council and the Student Life Office. All students are required to present a picture ID at the entrance to the dance. All students attending the dance are expected to obey the rules of conduct. Violations of the rules will result in disciplinary action. If a St. John's Preparatory School student's guest(s) violate the code of conduct at the dance, the St. John's Preparatory School student will be held responsible for the behavior of his guests. Should an invited guest be expelled from a dance, disciplinary action will be taken against the St. John's Preparatory School student. No bags/backpacks are allowed at the dances by either student or his guests.

Students must be present at school on the day of the dance in order to attend any dance.

St. John's Preparatory School students are expected to behave in accordance with the mission, vision and values of the School. Any behavior contrary to the School's values or which denigrates the inherent dignity of our guests, chaperones, other students or staff will render a student subject to disciplinary action. Likewise, guests are expected to behave appropriately and comply with the School's code of behavior. If they do not, the student responsible for the guest will be held accountable for the guest's actions. A code of behavior is posted at the entrance to each dance.

Rules for School Dances:

- St. John's Preparatory School students and invited female guests only. All guests must be in high school.

- Doors will close when the School has reached capacity or by 8:00 pm. There shall be no guest admittance after this time.
- Maximum capacity is 850.
- All students should be picked up **NO LATER** than 10:00 pm
- All students/guest must show respect for the staff, faculty, campus, each other and themselves
- No backpacks or large bags are allowed. All purses, handbags, pockets will be searched.

SCHOOL IDENTIFICATION CARD - “EAGLE EXPRESS CARD”

Students are required to have their official School identification card visible on their person during the school day and to have it with them at all School-related functions and activities. Loss of a student ID card should be reported to the staff in the main office of the Brother Keefe, C.F.X. Academic Center immediately. Replacement cards will be provided, but may take up to 24 hours to be printed and provided. There will be a \$10 fee for the first replacement card and a \$15 fee for any subsequent replacement cards. A student must produce his ID card immediately when asked to produce it by a faculty or staff member. A student who refuses to produce his ID or is not carrying his ID is liable for disciplinary action.

Student ID cards are non-transferable and lost cards should be reported, for deactivation, to the staff in the main office of the Brother Keefe, C.F.X. Academic Center as soon as possible. Use of a student ID by unauthorized persons will result in disciplinary action.

SECURITY CAMERAS

In furtherance of its policies and procedures regarding safety, security and appropriate conduct, the School utilizes video surveillance equipment in appropriate places within and around School buildings. While private areas such as restrooms, showers, and dressing rooms will not be subject to video surveillance, the areas leading into and out of such facilities can be subject to monitoring. In addition, such facilities are still subject to visual and physical searches by authorized School personnel, or their designees, for reasonable purposes.

Activities in the covered areas are monitored and recorded through a closed circuit video surveillance system. The recorded video is stored by the School for a period of time and is subject to review by authorized administrators or security personnel. The School reserves the right to disclose the contents of such recordings as necessary to ensure the security and safety of students and employees, to investigate any suspected misconduct, and to report any suspected illegal activity to the appropriate authorities. If you have any questions regarding the School’s use of video surveillance, please contact the Principal.

All students and employees are prohibited from tampering with or disabling the surveillance equipment. Violation of this prohibition will lead to disciplinary action up to and including expulsion (if a student) or termination of employment (if an employee).

SENIOR PRIVILEGE

Members of the senior class are granted the privilege of leaving campus upon the completion of their last scheduled class. No other student is allowed to leave campus at any time during the school day. Students who leave campus during the school day without express permission are subject to suspension, and/or probation. Students who repeat this offense are subject to expulsion.

SNOWBALLS

The making and throwing of snowballs is prohibited on campus and will result in disciplinary action.

STUDENT DIRECTORY

A Student Directory that includes a student's name, parent / guardian's name, address, phone number and home e-mail address is published in the Veracross portal. Families not wishing to have their information published can opt out through the Veracross Household Profile Update.

STUDENTS DISMISSED FROM CLASS

Students are not allowed to leave a classroom while class is in session without the explicit permission of the teacher.

Any student sent from a classroom for disciplinary reasons is to report to the staff in the main office of the Brother Keefe, C.F.X. Academic Center. The student must remain in the office until he receives further instructions.

In the event a student needs to see the nurse or attend a School counselor meeting, the student must check in with his classroom teacher prior to visiting the nurse or attending the guidance appointment. At the conclusion of the nurse visit or School counselor meeting, the student must report to class immediately unless a medical emergency makes this impossible. A student who does not comply is subject to disciplinary action.

TEACHER ABSENCE

Students must report for their first period class by 8:20 am each day, even if a teacher is absent, and remain in the classroom until a substitute teacher arrives or until a School Administrator dismisses the class.

If a teacher fails to appear for class, the class is required to remain and wait quietly while a class member goes to notify the School office. A School Administrator will then give directions to the class.

Students are required to check Canvas for assignments when there is no substitute for an absent teacher.

TRUANCY

A student is deemed truant when he is absent from School or from a class without School and/or parental permission. In such cases, the student will at a minimum receive in-School suspension. Parents will be informed of any instance of truancy as soon as possible. Truancy also results in a student being placed on disciplinary probation for one semester. Truancy by a student already on probation may result in expulsion.

USE OF TOBACCO PRODUCTS

In view of the evidence that tobacco products are injurious to health, the possession of smoking, chewing tobacco and/or a device/product that **simulates** the use of tobacco or other substances (including but not limited to electronic cigarettes/vaporizer pens), is prohibited everywhere on campus and at all school related activities. Violation of this policy will result in disciplinary action including but not limited to suspension. Repeated violations will render a student subject to expulsion.

VANDALISM AND STEALING

Human dignity and respect for the common good requires that each individual respect the personal property of one another and the School property which is intended for the responsible use of all the members of the St. John's Preparatory School community. Stealing and vandalism are considered to be serious violations of School policy and will render a student subject to disciplinary actions up to and possibly including expulsion from St. John's Preparatory School. Students caught vandalizing or stealing will be required to make restitution. Students and parents are responsible for reimbursing St. John's Preparatory School for any damages and / or theft of School resources.

VIOLENCE

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and will result in disciplinary action including possible

suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threats of violence (physical, verbal, emotional) made in person, electronically, or through other means or people, will not be tolerated. Threatening includes any behavior that purposely places or attempts to place another in fear of imminent bodily injury or physical contact. The theft of another person's electronic identity or the masking of one's true identity as another person to make threats and/or harass individuals on or off campus could render a student subject to expulsion.

WEAPON POSSESSION

The possession of a weapon or other dangerous object on campus or at any off campus school-sponsored activity will result in expulsion from St. John's Preparatory School. The appropriate law enforcement agency will be notified and the student may be subject to arrest. Dangerous objects include, without implied limitation, items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and other chemical sprays.

ATHLETICS

St. John's Preparatory School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by and enforces all MIAA policies, protocols and procedures as published in the MIAA Blue Book (www.miaa.net). Please review this section to ensure your son is eligible to participate in MIAA interscholastic events. The information contained herein is intended to provide student athletes and parent / guardian (s) with an understanding of the Athletic Department's philosophy, goals and policies. Participation on an athletic team can be a rewarding educational experience. It is important that student athletes realize the time demands, responsibility, dedication and sacrifices required when making this commitment. Student athletes must maintain good academic and disciplinary standing to maintain the privilege of participating in the interscholastic athletic program.

ATHLETIC PROGRAM GOALS

St. John's Preparatory School emphasizes the development of basic skills, and appropriate attitudes, values, sportsmanship and team concepts. Participation at the varsity level is generally limited to the most highly skilled players and those with the ability to interact with other players for team success. The coach will make all decisions relative to the level of play and placements on teams (varsity, junior varsity or freshman). It should be understood that playing time could be limited by the strategy of the game. The School strives to allow as many students as possible to participate and share the experience and benefits derived from team membership.

The School strives to compete successfully with Catholic Conference and non-league opponents and with teams or individuals of Division I in state competition. Sports and programs of the interscholastic athletic program are outlined on the School web site.

CONCUSSION MANAGEMENT

Any athlete who exhibits signs, symptoms, or behavior consistent with a concussion (such as loss of consciousness, nausea, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

When an athlete is cleared to return to play by a physician with documentation after he has sustained a concussion, a gradual return to play plan will be administered by the Athletic Trainer to monitor the athlete and insure he is symptom free during sports specific activities, before allowing him to participate in live athletic participation. Any prior concussion history for an athlete before attending St. John's Preparatory School should be noted in the mandatory Pre-Participation Head Injury Concussion Reporting Form that is due before each sports season for record keeping purposes. This form can be found on the School's website, under the Athletic Tab on the Concussion Information and Protocol page.

The School uses the ImPact concussion program as one tool in the evaluation process, and all athletes that participate in contact sports are required to have a baseline test before being cleared for play. Post injury impact test results will be forwarded to the student athlete's licensed physician for evaluation.

The School's coaches and medical personnel will always put the student's health and well-being first and are required to err on the side of caution as it pertains to concussion management.

To promote wellness and assist in the diagnosis and treatment of head injuries the School has implemented the ImPact program. All student athletes must complete an ImPact computer test each year. In the event a student sustains a head injury the student is expected to take the ImPact test, in the School nurse's office, no later than 72 hours after receiving the injury.

GAMES/PRACTICE SESSIONS

Student athletes must make a commitment to be at all practice sessions, contests, and team meetings. Any team member who must be late for or miss practice, games or meetings must confer with his coach. Absences may jeopardize retaining a position on a team. This includes extended trips during vacation.

Students must discuss participation in School-sponsored exchange and service programs that conflict with team commitments with the coach and Athletic Director at least six weeks prior to tryouts or the season of play.

Practices are held daily for approximately 2 ½ hours, or as appropriate to the activity. Some practices may be held on weekends. No official practice may be held without a St. John's Preparatory School coaching staff member present.

STARTING DATES

Starting dates for each season are posted on the school calendar.

The conclusion of the season is defined to include participation through the last MIAA sponsored tournament or event.

PRE-SEASON RESPONSIBILITIES

All candidates for athletic teams must meet the following requirements prior to attending any tryouts or practice sessions:

1. Submit a completed physical to the Nurse's Office. Date of physical must be within 13 months of the start of the season.
2. Complete an ImPact computer testing.
3. Demonstrate parental / guardian permission to participate, noted on the *Student Contract*.
4. Be less than 19 years of age on or before September 1 of the current school year. Students in grade 9 must be less than 16 years of age on or before September 1 of the freshman year.
5. Demonstrate and maintain academic eligibility.
6. Fulfill all financial obligations to the School and return all equipment issued the previous season.
7. Be in good standing in connection with disciplinary issues.

Students transferring into St. John's Preparatory School must work with the Athletic Director to ensure eligibility for participation in the interscholastic athletic program. The Principal is responsible for declaring eligibility of all transfer students.

TEAM TRYOUTS/SELECTION

In the beginning of the year, the School will sponsor an information night for parents and prospective student athletes. Attendance at the information night is mandatory. During the session, staff will explain the School's philosophy of athletics and coaches will provide an explanation of his / her expectations and guidelines for tryouts. It is the duty of the student to demonstrate to the coach that he can fulfill the required expectations. If a student is not selected for a team, he may contact the coach personally for an explanation. Students not selected are encouraged to explore other sport opportunities.

The coaching staff of each sport has the sole responsibility for selecting the members of the team, determining the level of play beneficial to the development of each player, and the amount of playing time. Player concerns should be addressed first between the player and coach. If a resolution is not achieved, parents may schedule a meeting with the coach. If a resolution is not reached between the athlete, parent and coach, the matter may be presented to the Athletic Director. Parents / students should not contact the Headmaster or Principal

regarding athletic concerns until all other possibilities have been exhausted. The Principal is the final arbiter of all concerns in this area.

ATHLETIC PARTICIPATION WARNING

Although most athletic injuries are usually minor, serious injury, including permanent paralysis or death, may occur.

SCHOOL EQUIPMENT RESPONSIBILITIES

Students are responsible for and are expected to maintain proper care of all equipment issued to them. Students are responsible for payment for any items lost, stolen or damaged. Each item not returned will be assessed at a rate comparable to the current replacement cost. All equipment is to be returned within three days of the completion of the season. Student/athletes are not to wear uniforms (practice or game) at any time other than those allowed by the specified team regulations.

SPORTSMANSHIP

All members of the St. John's Preparatory School community (student athletes, student spectators, parents, coaches and guests) are expected to model the principles of good sportsmanship. These principles include:

- Cheers and chants that support and encourage the School's student athletes.
- Refraining from making comments that attack or denigrate officials, members of the opposing team or coaches.
- Support for the values taught by interscholastic high school athletics.

Members of the School's community who do not abide by these general principles will be ejected from the competition and not permitted to return until a meeting takes place between the individual, Athletic Director and Principal. Members of the School's faculty, staff and administration may eject spectators, at their own discretion, at any time.

MIAA RULES OF NOTE

St. John's Preparatory School abides by the policies of the MIAA in all interscholastic athletic programs. Student athletes and parents must be familiar with the rules listed below. The text of the rules can be found at www.miaa.net and then click on the Blue Book link.

Rule 45. Loyalty to the High School Team: Bona Fide Team Members

Rule 46. Only One School Sport Per Season is Permitted

Rule 62. Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

As noted in the School's Alcohol and Drug policy, the School will apply the stipulations of this rule to students who are in the presence of underage alcohol consumption and / or the use of other illegal substances.

TECHNOLOGY RESOURCES

ST. JOHN'S PREPARATORY SCHOOL RESPONSIBLE COMPUTER USE POLICY FOR STUDENTS

The School grants students the privilege of access to computers, peripherals, a local area network, the Internet, and other technology tools. While using either school-owned or personally owned technology resources on campus, the School expects that students will do so only in accordance with the School's mission and only for academic purposes. The use of the School's technology resources is a privilege and may be revoked for repeated violations of policy or a single substantial infraction. ***Students should not expect any privacy in their use of the School's technology resources. All data created, stored, received, sent, and viewed on or through such resources are subject to monitoring and access by the School at any time.***

POLICY ON INTERNATIONAL STUDENT USE OF ELECTRONIC TRANSLATORS

St. John's Preparatory School acknowledges that our incoming international student population may need to access electronic translators or similar technology to help them complete coursework as they transition to our School and develop their English. Smartphones and iPads offer inexpensive translator apps, but they have internet connectivity that we typically restrict students from using during assessments due to our commitment to academic integrity.

Therefore, it is our policy to allow a first-year international student to use only translator dictionaries or dedicated electronic translating devices in classes when the use of such devices is appropriate, as indicated by the student's teacher. Smartphones or other multi-function devices may be used at a teacher's discretion for class work but not during an in-class assessment. In addition, teachers may require a student's laptop and/or iPad language to be set to English rather than the student's native language for classroom use. It is our belief that by a student's second year at St. John's Preparatory School, he will have developed strong English skills that will allow him to complete his work without the aid of translators.

INTERNET USE

Internet access is an integral part of the educational process. The School expects students to use appropriate search engines, databases, and other Internet materials in support of their academic and School-related extra-curricular activities in a responsible manner.

The School recognizes that some Internet resources do not serve the School's educational purposes. Access to materials not considered to be of educational value in the context of the School setting is therefore restricted. The School uses an Internet filtering system to help protect students from access to inappropriate materials. If a student unintentionally accesses inappropriate materials, he should contact a member of the Information Services Department immediately and report the incident. *Any attempt to intentionally bypass the School's filtering system is considered a violation of the Acceptable Use Policy. Use of unauthorized proxy servers to intentionally bypass School filtering will result in disciplinary action.*

As with any other use of the School's technology resources, all Internet activity on the School's systems is subject to monitoring and access by the School at any time. In particular, images or screen shots of any and all web pages, communications and Internet browsing can become stored on the School's systems in temporary Internet files, and are subject to access by the School.

ELECTRONIC MAIL

The School provides electronic mail (email) accounts to all students. Students are expected to use this email account for School-related activities only. Email messages sent or received by students are not considered confidential and may be monitored, accessed and disclosed at any time by designated School staff members even if such transmissions have been deleted.

User guidelines for assigned e-mail accounts:

- Students are expected to check their email regularly.
- Caution should be taken when receiving and sending email attachments to minimize the risk of transmitting computer viruses.
- Do not forward or send inappropriate material.
- Students are representing St. John's Preparatory School and should use care and respect when using the School's email system.
- Unauthorized use of another individual's e-mail account is prohibited and will result in disciplinary action.

SCHOOL NETWORK

Each student user has access to the technology resources provided by the School. Each student's network account provides limited centralized storage on School servers and should

be cleared periodically. It is expected that students will keep passwords secure and private but will disclose them when required to authorized school staff. School administrators have the right to review all files on all servers. Periodically, network and School administrators will review files in order to maintain system integrity and to ensure that the resources are being used for educational purposes and in accordance with the School's mission. Use of School network resources that is contrary to the mission of St. John's Preparatory School will subject a student to disciplinary action.

CONDITIONS AND RULES FOR USE

The following rules for conduct are intended to help St. John's Preparatory School students use the School's technology resources appropriately.

- All use of the Internet through the School will be for School purposes only.
- Students will respect the privacy of others.
- Students will always use appropriate language.
- On School-owned computers, students will only use software provided by the School.
- It is illegal to copy or run software without a proper license.
- Students will not knowingly spread computer viruses or malware.
- Students will use care when sharing personal information on the Internet.
- Students will not steal, misuse, or vandalize computer equipment and supplies.
- Students are not allowed to access personal email accounts from School computers. Furthermore, students will never use someone else's email account.
- Students will never give out or share their password with anyone. Students will never attempt to use another user's password.

All copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

INAPPROPRIATE MATERIALS AND PROGRAMS

Utilizing the School network or equipment as well as personal laptops and iPads to create, access, download, edit, view, store, send or print materials or programs that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values or standards of the School is prohibited. Using, accessing, distributing or creating such resources will render a student liable for disciplinary action.

USE OF LAPTOP COMPUTERS, iPads, SMARTPHONES and OTHER PERSONAL COMPUTER DEVICES

Students are afforded the privilege of using personal laptop computers, iPads, smartphones and other personal computer devices to connect to the School wireless network. Students may connect personal laptop computers, PDA's, smartphones or other personal computer devices to our SJP BYOD network and must abide by the following:

- Users must abide by all components of the Acceptable Use Policy.
- The School encourages students to use computers and requires iPads throughout their academic experience. Teachers reserve the right to monitor and restrict computer and iPad use in classrooms, if necessary.

CLASSROOM IPAD USE

The School expects students to demonstrate good digital citizenship when using iPads and other devices in the classroom. A good digital citizen abides by the norms of appropriate, responsible behavior and follows each teacher's guidelines when using technology.

Some members of the High School faculty use Apple Classroom, a teaching and learning tool that allows them to guide students through a lesson, ensure students stay focused and differentiate instruction. In classes in which this platform is used, students will be required to assign specific settings that affect the manner in which the teacher can monitor student iPads, share resources, and guide instruction. This functionality is possible via BlueTooth, and only available when teachers and students are in close proximity. Refusing to follow teacher's instructions for these settings is considered a violation of the Responsible Use Policy.

VIOLATIONS OF THE RESPONSIBLE USE POLICY

Violations of this Responsible Use Policy will be handled in the same manner as all other disciplinary issues. All violations will be referred to the Dean of Students. Student sanctions may include the revocation of student access to all technology resources, detention, suspension, or expulsion.

STUDENT SOCIAL NETWORKING POLICY

When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students must consider the impact on themselves and on other members of the community and be mindful of the School's rules, mission and values. In particular:

- Any posting that creates, directly or indirectly, an uninviting / threatening atmosphere for any member of our community, or creates an environment that is contrary to the values of the School, will be investigated and considered a serious violation of the

School's harassment and bullying policies no matter when or on what system it was created or transmitted.

- Postings on anonymous social networking sites that violate School norms and rules will be investigated. Such postings undermine the atmosphere of trust that is one of the Xaverian values and will be addressed accordingly.
- Students need to be mindful that they are always representing the School.
- Students should not post anything compromising that could then be linked to the School.
- Students should be aware that many college admissions offices and future employers will look at applicants' social networking sites, and be aware of the repercussions of postings.
- Students may not use the name or logos of the School for any posting without written permission from the Headmaster and may not use the logos or copyrighted material of any other person or organization without appropriate permission.
- Current students should not request to connect/link with faculty or staff at St. John's Preparatory School on social networking sites. In addition, any such requests made by faculty or staff to students must be reported to the Dean of Students. Contact between faculty, staff and students should be limited to School sanctioned online tools.

Basic Guidelines for Safety on Social Networking and Online Gaming Sites

- Students should be careful with the personal contact information they post on social networking sites.
- “Personal contact information” includes a student’s full name, home address, location, home phone number, cell phone number, and any other information that would allow an individual to locate a student.
- Disclosing personal contact information on social networking sites can lead to unwanted and unsafe attention from individuals that students do not know.
- Instagram, Snapchat, Facebook and other sites provide numerous privacy settings for information contained in their pages. Students should use these settings to protect personal contact information and other private information.
- Students should be aware that once posted, the information becomes property of the website.
- Legal age limits apply to certain social networking sites.

Basic Guidelines for Student Social Networking and Online Gaming:

- Students are responsible for the content that they publish.
- Students should never assume anything they post is private.
- Students should know that anything sent or posted online creates a record that cannot be deleted.
- Students should not misrepresent their identification by using a false name or by impersonating someone else.

- Students should consider the reaction of recipients and other viewers of postings and messages.
- Students should consider the reaction of others such as your family, friends, the School, or the media, to any student postings.
- A student's online behavior should reflect the same standards that the School asks of the student each day at school: respect, integrity, honesty, compassion and trust.

POLICY ON SEXUAL AND OTHER HARASSMENT

St. John's Preparatory School is committed to providing an educational environment that is free of sexual harassment. The School will not tolerate sexual harassment of students, employees or other members of the School community by anyone, whether on School property, at School-related activities or events off School property, or at School-sponsored social functions.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because s/he complains of sexual harassment or assists a School investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The School will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

PROHIBITIONS

- A. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:
- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing, or related benefits, services or opportunities; or
 - submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive educational or working environment.
- B. Any condoning of sexual harassment and any retaliation against an individual because he or she complains of sexual harassment or assists a School investigation of such a complaint is also prohibited.

Examples and Further Policy Discussion

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the School on a case-by-case basis. The following are, however, some examples of language and conduct which all students of the School are cautioned to avoid. **This is not an exhaustive list.**

- Comments to, or about, any student or School employee or his/her appearance that are sexual or degrading.
- Any physical contact of a sexual nature.
- Unwanted touching, patting, or pinching.
- Sexual innuendoes or jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- Sexually suggestive sounds or gestures.
- Display of objects, images, cartoons, posters or pictures of sexual nature.

PROCEDURE FOR COMPLAINT AND INVESTIGATION

If any student believes that he has been subjected to sexual harassment or retaliation, whether by a student, a School employee or any other person, or if he has witnessed the sexual harassment of another, the student should report the incident promptly to the Principal, or any other administrator with whom the student feels comfortable. A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the Principal, or if the complaint is against the Principal, then to the Headmaster or the Chief Financial Officer. It is the policy of the School to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the Principal, or his designee will conduct the investigation of a complaint of sexual harassment. Generally, the administrator conducting the investigation documents interviews, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment will be treated as confidential as possible in line with the School's duty to take appropriate responsive action. This means that such information may be shared with others on a need-to-know basis only or as necessary in light of the school's obligation to take appropriate responsive action to a complaint. Those interviewed or asked to cooperate will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses.

DISCIPLINARY ACTION

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or expulsion. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or School employee because s/he complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension or

expulsion from the School. Any student found to have condoned sexual harassment by another may, depending upon the extent of his participation, will also be subject to disciplinary action, up to and including suspension or expulsion, as the School deems appropriate. Students who knowingly make false accusations of harassment also will be subject to disciplinary action. For a more detailed description of the types of disciplinary action the school can take for violations of this policy, please see the “Bullying’ policy.

OTHER FORMS OF HARASSMENT

St. John's Preparatory School prohibits harassment based on gender, race, color, national/ethnic origin, religion, disability, sexual orientation, social class or economic status. Such harassment may occur when someone tries to humiliate or intimidate you, such as, but not limited to:

- making racist comments
- making derogatory comments about your religion or ethnicity
- making cruel personal jokes
- teasing you about your sexual orientation

Anyone who believes that he/she has been harassed as described above should report such action to the Principal or any other administrator with whom the student feels comfortable, or to any counselor or teacher. The School will follow the complaint handling and disciplinary procedures set forth above regarding sexual harassment.

NOTIFICATION OF ASBESTOS REINSPECTIONS

Information on Asbestos Re-Inspections can be found in the Parent Portal of the website on the Info You Need to Know Page.

PESTICIDE STANDARD WRITTEN NOTIFICATION

All written notifications regarding the use of pesticides at St. John’s Preparatory School can be found in the Parent Portal on the Info You Need to Know Page.

